



## **NOTICE TO BIDDERS**

The Monroe County Controller will receive sealed bids at the Monroe County Administrative Office, One Quaker Plaza, Room 206, Stroudsburg, PA 18360 until 1:30 p.m. on October 8, 2025, for the following:

### **Janitorial Services at Magisterial District Justice Offices**

The bids will be publicly opened 2:00 p.m. on October 8, 2025, in the Commissioners' Public Meeting Room, Room 203, Monroe County Administrative Center, 1 Quaker Plaza, Stroudsburg, PA. Announcement of the bid award date will be made at that meeting.

Detailed specifications may be secured in person at the Office of the Chief Clerk, Monroe County Commissioners' Office, Administrative Center, One Quaker Plaza, Room 201, Stroudsburg, PA 18360, or by calling 570-517-3102, or on the County Website at [www.monroecountypa.gov](http://www.monroecountypa.gov)

Bid security in an amount not less than 10% of the amount of the total bid submitted must be enclosed with the bid in the form of cash, a certified check, a bank good faith check, or other irrevocable letter of credit drawn upon a bank authorized to do business in this Commonwealth, or by a bond with corporate surety. A bid lacking the required bonding or security will not be considered. All bonds or security deposits must be **original documents** and properly executed to be accepted. Bid security will be returned to unsuccessful bidders.

The successful bidder shall provide a bond guaranteeing performance under this contract in the amount of 50% of the total contract price awarded. This performance bond must be provided within fifteen (15) days of official notification of bid award. Failure to produce the required performance bond shall result in the bidder forfeiting the 10% bid security that was submitted with the bid proposal. The bid security shall be returned to the successful vendor upon receipt of a satisfactory performance bond.

All proposals must be irrevocable for sixty (60) days after the bid opening date.

The Commissioners reserve the right to accept or reject any or all bids, or parts thereof, to waive any or all technicalities, and to award the bid in such a manner as may appear to be in the best interest of Monroe County.

MONROE COUNTY BOARD OF COMMISSIONERS

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Robert J. Gress, Chief Clerk/Administrator

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