

## **NOTICE TO BIDDERS**

The Greene County Department of Human Services (Aging Dept.) is inviting bids on:  
PAPER GOODS and SUPPLIES

Specifications may be obtained at the Greene County Department of Human Services, Attn: Nutrition Dept., 411 Main Street, Catskill, NY 12414; [tpulice@greencountyny.gov](mailto:tpulice@greencountyny.gov) or by calling 519-719-3555.

Bidders may submit quotes on any single or combination of the items listed above. Please bid on Grade A and USA produced products wherever possible.

Bids must be submitted in sealed envelope, which bears the marking

**SEALED BID – DHS  
PROPOSAL FOR PAPER GOODS and SUPPLIES**

Sealed bids must be received by 12:00 p.m. on Tuesday, December 17, 2024, at the office of the Clerk of the Greene County Legislature, 411 Main St., Catskill, NY 12414 and will be opened at 1:00 p.m. At that time, bids will be opened and publicly read as required by Section 103 of the General Municipal Law.

The bid period will be January 1 to December 31, 2025.

A Non-Collusion certificate must be included with bids, as well as a signed copy of the Greene County Sexual Harassment Prevention Policy and the Greene County Discriminatory Harassment Prevention Policy.

Companies awarded will be responsible for delivery to three Greene County Senior Nutrition Sites located in Athens, NY; Acra, NY, and Jewett, NY. Minimum orders cannot be guaranteed for Acra and Jewett sites.

Orders must be delivered by the Wednesday after order is placed or no more than three (3) business days of order.

Greene County reserves the right to reject any and all bids, and to award the full bid to any bidder that is awarded at least 75% of the items.

By order of the Greene County Department of Human Services.

Kimberly Kaplan, Interim Executive Director  
Greene County Department of Human Services