

POCONO WOODLAND LAKES PROPERTY OWNERS ASSOCIATION

December 18, 2025

PROJECT: Pocono Woodland Lakes POA 2026 Road Re-surfacing Project

PROJECT DESCRIPTION: Re-surface specified community roads

BID OPENING DATE: April 2026 open board meeting

CONTACT: Jacqueline Giannini, General Manager

The Board of Directors of the Pocono Woodland Lakes Property Owners Association (PWLPOA) invites you to bid on the enclosed Request for Proposal (RFP) for the community's 2026 road paving projects as detailed herein in Dingman Township, Pike County, of the Commonwealth of Pennsylvania.

This Request for Proposal is composed of the following documents:

- I. 2026 Schedule of Roads to be Re-surfaced
- II. Re-surfacing Specifications
- III. Contractor/Proposer Requirements
- IV. General Terms & Conditions

Please read all the enclosed documents listed above. In submitting your proposal/bid you agree to all the terms and conditions herein.

Submit completed proposal by Friday, April 3, 2026 no later than 4:00 pm.

Return proposal in **9** sealed envelopes by mail or in person (do not fax or email) to:

"2026 Road Paving Bid"
Jacqueline Giannini, General Manager
Pocono Woodland Lakes POA
141 Marigold Lane
Milford, PA 18337

IF A PROPOSAL IS NOT RECEIVED BY THE DATE SHOWN, THE BOARD OF DIRECTORS WILL NOT CONSIDER THE PROPOSAL FOR AWARD. The Board of Directors reserves the right to accept or reject all proposals, and to accept or reject any part of any proposal if the interests of the community are thereby served.

It is anticipated that work for this project will be completed by September 1, 2026.

To schedule a Site Visit or if you have questions, call the Pocono Woodland Lakes POA office at 570-296-8511 and ask for Jacqueline Giannini, General Manager.

I. 2026 SCHEDULE OF ROADS TO BE RE-SURFACED

We are soliciting three different options due to Road Budget uncertainty until the 2026-27 annual budget is approved at the Annual Membership meeting in late March 2026.

OPTION 1

SECT	ROAD	BUS STOP	ROAD TYPE	FEET	WIDTH	EST SQ. YD.	PAVING METHOD
E	Columbine Ln (entire length)	0	M	4,450	16	7,911	A
E	Cowberry Ln (entire length)	0	F	3,575	15	5,958	A
E	Chokeberry Ct (entire)	0	C	545	15 est	908	A
E	Crocus Ln (portion paved in 2018 with one coat)	0	M	2,006	17	3,789	B
F	Hawthorne Ln (entire)	0	F	1,950	15	3,250	A
G	HobbleBush Dr (Columbine to portion paved in 2018)	0	M	1,825	15	3,042	A
G	Hobblebush Dr (portion paved in 2018, one coat)	1	M	2,565	15	4,275	B
G	Azalea Ct (entire)	0	C	585	14	910	A
G	Hyacinth Ct (entire)	0	C	440	14	684	A
G	HobbleBush Ct (entire)	0	C	877	16	1,559	A
L	Palmetto Ln (entire)	0	F	1,158	16	2,059	A
L	Palmetto Ct (entire)	0	C	746	15 est	1,248	A
				20,722	3.92 miles		

OPTION 2

SECT	ROAD	BUS STOP	ROAD TYPE	FEET	WIDTH	EST SQ. YD.	PAVING METHOD
E	Columbine Ln (entire length)	0	M	4,450	16	7,911	A
E	Cowberry Ln (entire length)	0	F	3,575	15	5,958	B
E	Chokeberry Ct (entire)	0	C	545	15 est	908	B

E	Crocus Ln (portion paved in 2018 with one coat)	0	M	2,006	17	3,789	B
F	Hawthorne Ln	0	F	1,950	15	3,250	B
G	HobbleBush Dr (Columbine to portion paved in 2018)	0	M	1,825	15	3,042	A
G	Hobblebush Dr (portion paved in 2018, one coat)	1	M	2,565	15	4,275	B
G	Azalea Ct (entire)	0	C	585	14	910	B
G	Hyacinth Ct (entire)	0	C	440	14	684	B
G	HobbleBush Ct (entire)	0	C	877	16	1,559	B
				18,818	3.56 miles		

OPTION 3

SECT	ROAD	BUS STOP	ROAD TYPE	FEET	WIDTH	EST SQ. YD.	PAVING METHOD
E	Columbine Ln (entire length)	0	M	4,450	16	7,911	A
E	Cowberry Ln (entire length)	0	F	3,575	15	5,958	A
E	Crocus Ln (portion paved in 2018 with one coat)	0	M	2,006	17	3,789	B
F	Hawthorne Ln (entire)	0	F	1,950	15	3,250	A
G	HobbleBush Dr (Columbine to portion paved in 2018)	0	M	1,825	15	3,042	A
G	Hobblebush Dr (portion paved in 2018, one coat)	1	M	2,565	15	4,275	B
				16,371	3.10 miles		

II. RE-SURFACING SPECIFICATIONS

As you can see in Section I above, there are two paving methods being requested:

Paving Method A

1. Mill all paved driveway and intersections to accept the new depth of pavement
2. Install a Bituminous tack coat consisting of .05 gal/syd of PA tack
3. Install 1.5" of compacted 19mm (base course) followed by 1.5" of compacted 9.5 MM (wearing course)
4. Install 2 ft. wide modified shoulders to all paved roads
5. Width of road: pave in like kind
6. For roads with existing extended width at end of road for bus stop and/or mailboxes, bid must include cost to resurface these areas
7. Band all joints with AC-20 Asphalt

Paving Method B

1. Mill all paved driveway and intersections to accept the new depth of pavement
2. Install a Bituminous tack coat consisting of .05 gal/syd of PA tack
3. Install a 1.5" of compacted 9.5 MM (wearing course)
4. Install 2 ft. wide modified shoulders to all paved roads
5. Width of road: pave in like kind
6. For roads with existing extended width at end of road for bus stop and/or mailboxes, bid must include cost to resurface these areas
7. Band all joints with AC-20 Asphalt

III. CONTRACTOR/PROPOSER REQUIREMENTS

1. **One Year Warranty.** Contractor will perform all warranty work at no cost to community.
2. **Proof of Materials.** Contractor will provide material tickets, weigh slips or other evidence of materials actually used for this job.
3. **Permits.** Contractor will be required, at their own expense, to obtain all Federal, Commonwealth of Pennsylvania and/or local permits prior to the commencement of any work, if so required.
4. **Rules, Regulations, Licensing Requirements.** Contractors are expected to be familiar with, and comply with, all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered. Ignorance on the part of the Contractor will in no way relieve it from responsibility for compliance.
5. **Insurance Requirement.** Contractor shall secure insurance as follows: 1) not less than \$250,000 per person and \$1,000,000 per occurrence for person bodily injury and/or death; 2) not less than \$1,000,000 for property damage; 3) Worker's Compensation insurance to statutory limits; 3) Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence; 4) and Automobile and Equipment Liability Insurance covering all owned, non-

owned and hired vehicles with limits of not less than \$1,000,000 per occurrence; 5) and, fire insurance equal to the value of the contract. Contractor agrees to include PWLPOA in the General Liability policy as an additional insured. Contractor's policy will be considered primary of any similar insurance held by PWLPOA. Any third-party utilized by contractor shall carry insurance identical to what is required of contractor. Selected Contractor/Proposer's failure to procure or maintain required insurance program shall constitute a material breach of Agreement under which PWLPA may immediately terminate the proposed Agreement.

6. **Indemnity.** Contractor expressly agrees to indemnify, hold harmless, and defend the PWLPOA and its Board of Directors, officers, employees, agents, and assigns, from and against any and all claims, loss damages, injury, causes of action, costs, expenses, attorney fees, and liability, however caused, resulting from, arising out of, or in connection with the work to be performed. *This provision shall survive the termination and/or expiration of this agreement.*
7. **Proposal Good for 90 Days.** All submitted Proposals shall be good for 90 days from April 2026 open board meeting.
8. **Hours of Operation.** Contractor shall coordinate its work with the PWLPOA Office to minimize disruptions with the members of the community and to avoid work during school bus pickup and drop off times.
9. **Site Visit.** Contractors bidding on this work must arrange a site visit to our community before submitting their Proposal. Call the PWLPOA office at 570-296-8511 to schedule your visit.
10. **References.** Contractors should provide up to three references for their work, preferably for customers with similar requirements as outlined in this RFP.
11. **Quote.** Contractor will provide a detailed quote applicable to what is being bid outlining tons of square yards of material, or linear feet, or gallons as is appropriate. Contractor shall provide a unit price for each. The quote shall be for the total job and include materials, labor, and all incidental costs.
12. **Benefits.** Contractor will outline any benefits that will accrue to PWLPOA, or any additional services included by using said contractor that will add value to our community's roads.
13. **Ethical Conduct.** By participating in this bidding process and subsequent award, Contractor warrants that he is bidding in good faith and has not acted in collusion with another party; that the prices quoted have been arrived at independently without consultation or collusion with any other party; that he has not disclosed the contents of this bid to any other party prior to its opening; and that he has not paid any person or firm any money or valuable consideration for the purpose of securing this contract, including any employee, officer, director, or member of the Pocono Woodland Lakes Property Owners Association.
14. **Experience.** Demonstrate successful experience by showing technical competence and specialization in projects similar in scope and complexity to the proposed project indicated.
15. **Firm Organization.** Include name, address, and telephone number of primary firm submitting proposal and identify each sub-consultant including name, address, and telephone number.

- 16. Firm Profile.** Provide types of services offered, the year founded, and form of organization (corporation, partnership, sole proprietorship).
- 17.** Identify key personnel to perform work in the various tasks and include major areas of subcontracted work. Indicate the expected contributions of each staff member in time as a percentage of the total effort.
- 18. Project.** Indicate as part of the Work Plan the firm's capability to accomplish other current projects and this Project with its current work force.
- 19. Quality Control.** Provide an explanation of the consultant's quality and cost control philosophy, procedures, and goals.

IV. GENERAL TERMS & CONDITIONS

- 1.** The PWLPOA Board of Directors reserves all rights to conduct the bidding and award as it sees fit. The Board of Directors reserves the right to accept or reject all bids, and to accept or reject any part of any bid if the interests of the community are thereby served. Contractor/Proposer agrees to accept all decisions and outcomes of this bidding process without exception and indicates as much upon submission of the bid.
- 2. DEADLINE.** If a Proposal is not received by April 3 2026, the Board of Directors will not consider the bid for award. Proposals will only be accepted by mail. Do not fax or email Proposals.
- 3. CONTACT PERSON/ADDITIONAL INFORMATION.** The contact person for this Request for Proposal is Jacqueline Giannini, General Manager, 141 Marigold Lane, Milford, PA 18337, (570) 296-8511, pwlpoamanager@gmail.com.

Communications between a Contractor/Proposer, bidder or consultant and PWLPOA are limited to matters of process or procedure. Requests for additional information or clarifications must be made in writing to PWLPOA General Manager, no later than March 20, 2026. PWLPOA will issue replies to inquiries and any other corrections or amendments it deems necessary in writing. Contractor/Proposers should not rely on representations, statements, or explanations other than those made in this RFP or writing. Contractor/Proposers should verify with PWLPOA's General Manager prior to submitting a proposal that all questions have been received.

BIDS SHOULD ONLY BE MAILED OR DELIVERED IN PERSON – DO NOT EMAIL OR FAX BIDS.

- 4. EVALUATION CRITERIA.** The procedure for proposal evaluation and selection is as follows:
 - a)** Request for Proposals issued.
 - b)** Receipt of proposals.

- c) Opening and listing of all proposals received at PWLPOA at the April 2026 open board meeting.
- d) If further information is desired, Contractor/Proposers may be requested to make additional written submissions or oral presentations before the Board of Directors makes its final decision.

- 5. GENERAL INFORMATION/MODIFICATION/WITHDRAWALS OF PROPOSALS.** A Contractor/Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date and time. Modifications received after the proposal due date and time will not be accepted.

Proposals shall be irrevocable until contract award unless withdrawn in writing prior to the proposal due date or after expiration of 120 calendar days from the opening of the Proposals without a contract award. Letters of withdrawal received after the proposal due date and before said expiration date and letters of withdrawal received after contract award will not be considered.

- 6. RFP POSTPONEMENT/CANCELLATION/REJECTION.** PWLPOA may, at its sole discretion, reject all, or parts of any and all, Proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP, or in any Proposals received as a result of this RFP.
- 7. COSTS INCURRED BY CONTRACTORS/PROPOSERS.** All expenses involved with the preparation and submission of Proposals to PWLPOA, or any work performed in connection therewith, shall be the sole responsibility of the Contractor/Proposer(s) and shall not be reimbursed by PWLPOA.
- 8. EXCEPTIONS TO RFP.** Contractor/Proposers must clearly indicate any exceptions they wish to take to any of the terms in this RFP, and outline what alternative is being offered. PWLPOA, at its sole and absolute discretion, may accept or reject the exceptions. In cases in which exceptions are rejected, PWLPOA may require the Contractor/Proposer to furnish the services or goods originally described or negotiate an alternative acceptable to PWLPOA.
- 9. SUNSHINE LAW NON-APPLICABLE.** Information submitted as part of a response to this RFP will not be available for public inspection after opening of Proposals, as Pennsylvania's "Sunshine Law" does not apply to private non-profit corporations such as PWLPOA.
- 10. NEGOTIATIONS.** PWLPOA may award a contract based on initial offers received, without discussion, or may require Contractor/Proposers to give oral presentations based on their Proposals. PWLPOA reserves the right to enter negotiations with the top-ranked Contractor/Proposer, and if PWLPOA and the top-ranked Contractor/Proposer cannot

negotiate a mutually acceptable contract, PWLPOA may terminate the negotiations and begin negotiations with the second-ranked Contractor/Proposer. This process may continue until a contract has been executed or all Proposals have been rejected. No Contractor/Proposer shall have any rights in the subject project or property or against PWLPOA arising from such negotiations.

11. DEFAULT. Failure or refusal of a Contractor/Proposer to execute a contract following award by PWLPOA, or untimely withdrawal of a proposal before such award is made and approved, may result in forfeiture of that portion of any surety required as liquidated damages to PWLPOA. Where surety is not required, such failure may result in a claim for damages by PWLPOA and may be grounds for removing the Contractor/Proposer from PWLPOA vendor list.

12. CONFLICT OF INTEREST. All Contractor/Proposers must disclose with their proposal the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of PWLPOA. Further, all Contractor/Proposers must disclose the name of any PWLPOA employee or Director who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Contractor/Proposer or any of its affiliates.

13. CONTRACTOR/PROPOSER'S RESPONSIBILITY. Before submitting a proposal, each Contractor/Proposer shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not relieve the successful Contractor/Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract documents and will not be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Contractor/Proposer.

14. RELATION OF ASSOCIATION. It is the intent of the parties hereto that the successful Contractor/Proposer be legally considered to be an independent contractor and that neither the Contractor/Proposer nor the Contractor/Proposer's employees and agents shall, under any circumstances, be considered employees or agents of PWLPOA.

15. ACCEPTANCE OF GIFTS, FAVORS, SERVICES. Contractor/Proposers shall not offer any gratuities, favors, or anything of monetary value to any director, employee, representative or agent of PWLPOA, for the purpose of influencing consideration of this proposal. No director, employee, representative or agent of PWLPOA shall accept any gift, favor or service that might reasonably tend improperly to influence him in the discharge of his official duties.

PROPOSAL DOCUMENTS TO BE COMPLETED AND RETURNED TO THE ASSOCIATION

- 1.** Sealed Bid Form
- 2.** Contractor/Proposer Information
- 3.** Declaration
- 4.** Questionnaire
- 5.** Insurance Information

SEALED BID FORM

Fill in the bid amount and Proposal must be placed in **9 SEALED ENVELOPES**. Proposals will be opened and read publicly at the PWLPOA meeting of the board.

NOTE: Bid prices shall include all materials, labor, design, and other requirements of specifications. Contractor/Proposer is assumed to have had all questions answered, read, and understands Proposal documents, prior to submitting their bid.

Name of Contractor/Proposer: _____

Signature: _____
(Person authorized to submit Proposals on behalf of company)

Address: _____

Phone Number & email address: _____

OPTION 1

SECT	ROAD	BUS STOP	FEET	WIDTH	EST SQ. YD.	BID AMOUNT
E	Columbine Ln (entire length)	0	4,450	16	7,911	
E	Cowberry Ln (entire length)	0	3,575	15	5,958	
E	Chokeberry Ct (entire)	0	545	15 est	908	
E	Crocus Ln (portion paved in 2018 with one coat)	0	2,006	17	3,789	
F	Hawthorne Ln (entire)	0	1,950	15	3,250	
G	HobbleBush Dr (Columbine to portion paved in 2018)	0	1,825	15	3,042	
G	Hobblebush Dr (portion paved in 2018, one coat)	1	2,565	15	4,275	
G	Azalea Ct (entire)	0	585	14	910	
G	Hyacinth Ct (entire)	0	440	14	684	
G	HobbleBush Ct (entire)	0	877	16	1,559	
L	Palmetto Ln (entire)	0	1,158	16	2,059	
L	Palmetto Ct (entire)	0	746	15 est	1,248	
TOTAL BID AMOUNT						

OPTION 2

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TOTAL BID AMOUNT						

OPTION 3

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G	Hobblebush Dr (portion paved in 2018, one coat)	1	2,565	15	4,275	
TOTAL BID AMOUNT						

CONTRACTOR/PROPOSER INFORMATION

Submitted by: Proposer/Contractor:

Name (Typed): _____
Address: _____
City: _____
State: _____
Zip: _____
Telephone: _____ Fax: _____

It is understood and agreed by Contractor/Proposer that PWLPOA reserves the right to reject any and all Proposals, to make awards on all items or any items according to the best interest of PWLPOA, and to waive any irregularities in the RFP or in the Proposals received as a result of the RFP.

It is also understood and agreed by the Contractor/Proposer that by submitting a proposal, Contractor/Proposer shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the previously mentioned evaluation/selection process until and unless a contract has been agreed to and signed by both parties.

Authorized Signature: _____ Date: _____

Printed Name: _____

(By signing above, Contractor/Proposer acknowledges that he/she has read and has agreed to all Proposal terms.)

DECLARATION

TO: POCONO WOODLAND LAKES PROPERTY OWNERS ASSOCIATION

Submitted this ____ day of _____, 2025.

The undersigned, as Contractor/Proposer, declares that the only persons interested in this proposal are named herein; that no other person has any interest in this proposal or in the contract to which this proposal pertains; that this proposal is made without connection or arrangement with any other person; and that this proposal is in every respect fair and made in good faith, without collusion or fraud.

The Contractor/Proposer agrees if this proposal is accepted, to execute an appropriate Association document for the purpose of establishing a formal contractual relationship between the Contractor/Proposer and PWLPOA, for the performance of all requirements to which the proposal pertains.

The Contractor/Proposer states that this proposal is based upon the documents identified by the RFP.

SIGNATURE: _____

PRINTED NAME: _____

TITLE (IF CORPORATION): _____

QUESTIONNAIRE

Contractor/Proposer's Name: _____

Principal Office Address: _____

Official Representative: _____

Business Type: ____Individual ____Partnership ____Corporation

If a Corporation answer this: When Incorporated: _____
In what State: _____

1. Number of years of relevant experience in operating similar business: _____
2. Have any similar agreements held by Contractor ever been canceled? Yes (___) No (___)
If yes, give details on a separate sheet.
3. Has the Contractor/Proposer or any principals of the applicant organization failed to qualify as a responsible Contractor/Proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last 5 years? Yes (___) No (___)
If yes, please explain: _____

4. Has the Contractor/Proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Yes (___) No (___)
If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary on a separate sheet.
5. Person or persons interested in this bid and Qualification Form have (___) have not (___) been convicted by a Federal, State, County, or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words) *Explain any convictions:* _____
6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:
 - A. List all pending lawsuits: _____
 - B. List all judgments from lawsuits in the last five (5) years: _____
 - C. List any criminal violations and/or convictions of the Contractor/Proposer and/or any of its principals: _____
7. Conflicts of Interest. The following relationships are the only potential, actual, or perceived conflicts of interest in connection with this proposal: (If none, state same.) _____

8. Public Disclosure. In order to determine whether PWLPOA Board or Staff have any association or relationships which would constitute a conflict of interest, either actual or perceived, with any Contractor/Proposer and/or individuals and entities comprising or

representing such Contractor/Proposer, and in an attempt to ensure full and complete disclosure regarding this contract, all Contractor/Proposers are required to disclose all persons and entities who may be involved with this Proposal. This list shall include public relation firms, lawyers and lobbyists. The Association shall be notified in writing if any person or entity is added to this list after receipt of the Proposals. (Use additional sheet if needed).

The Contractor/Proposer understands that information contained in this Questionnaire will be relied upon by PWLPOA in awarding the proposed Agreement and such information is warranted by the Contractor/Proposer to be true.

The undersigned Contractor/Proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the Contractor/Proposer, as may be required by PWLPOA.

The Contractor/Proposer further understands that the information contained in this questionnaire may be confirmed through a background investigation conducted by the Association.

By submitting this questionnaire, the Contractor/Proposer agrees to cooperate with this investigation, including but not necessarily limited to fingerprinting and providing information for credit check.

IF INDIVIDUAL

Print Name: _____ Witness Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

IF PARTNERSHIP

Print Name: _____ Witness Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

IF CORPORATION

Name of Corporation: _____

Print Name: _____ Witness Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

PUBLIC NOTICE
REQUEST FOR PROPOSALS
ROAD PAVING
Pocono Woodland Lakes
Milford, PA

The Board of Directors of the Pocono Woodland Lakes Property Owners Association hereby announces it is accepting sealed Proposals to resurface some community roadways at Pocono Woodland Lakes, Dingman Township, Milford, PA. Interested vendors who wish to bid on this project, in whole or part, must contact the PWLPOA office at 570-296-8511 and request the road project specifications, terms, and conditions. All sealed Proposals must be received by mail no later than April 3, 2026 at 4:00 p.m. Return Proposal in a sealed envelope by mail or in person (do not fax or email) to:

“2026 Road Paving Bid”
Pocono Woodland Lakes Property Owners Association
141 Marigold Lane
Milford, PA 18337

If a Proposal is not received by the date shown, the Board of Directors will not consider the Proposal for award. The Board of Directors reserves the right to accept or reject any and all Proposals, and to accept or reject any part of any Proposal if the interests of the community are thereby served.

Bill Peters
President