

Request for Proposals  
For Installation of Insulation For a Pre-  
Fabricated Pole Barn Administration Building  
For The Public Works Department

City of Port Jervis  
20 Hammond Street  
Port Jervis, NY 12771

Dated: April 15, 2026

**Return by: May 11, 2026 4:00 PM**

# City of Port Jervis Request for Proposals (“RFP”) Insulation For Pole Barn- Department of Public Works Administration Building: April 15, 2026

The City of Port Jervis (“City”) hereby requests proposals for the installation of insulation for a 74 ft. by 40 ft. pole barn as per the attached specifications. Refer to Attachments “A” Bid Specifications and Attachment “B” Project Blueprints for details of project.

1. SEALED PROPOSALS – Notice is hereby given that the City Clerk-Treasurer will receive proposals until 4:00 P.M. on May 11, 2026 for the services outlined in this RFP.

2. SCOPE OF SERVICES - The City of Port Jervis is requesting proposals from qualified businesses for the installation of insulation for a 74 ft. x 40 ft. pole building as described in Attachment A for the City of Port Jervis Department of Public Works. A blueprint is further available for review at the City of Port Jervis Department of Public Works and may be accessed by calling 845-856-4001- Attn. DPW Director Steven Duryea or emailing [dpwdirector@portjervisny.gov](mailto:dpwdirector@portjervisny.gov). The building will be constructed at the following location:

1 Franklin Street, Port Jervis, New York

#### Additional Services:

- Attending City Common Council meetings and administrative board meetings upon request, and providing advice and recommendations with respect to construction related issues as needed in relation to this project.
- Coordination with local utilities, as may be necessary.

All equipment, work, and labor considered by Contractor(s) in determining a proposal price under this RFP shall be in accordance with industry standards and any applicable laws, rules and/or regulations, **including, but not limited to, prevailing wage requirements.**

#### 3. PAYMENT:

The City desires to contract for installation of insulation with the chosen Contractor(s) for a period to be determined by the parties. Unless otherwise agreed for a specific project, compensation for services will be rendered at the completion of the installation of insulation at the Pole Building as proscribed in Attachment A and Attachment B. All requests for payment are to be submitted on the appropriate invoice and voucher to be provided by the city.

4. Proposals submitted in accordance with this RFP shall be reviewed by the Port Jervis Director of Public Works, City Clerk-Treasurer and if deemed to be in appropriate form, forwarded to the Common Council of the City of Port Jervis for consideration and award to the lowest responsible bidder.

5. DEADLINE AND ADDRESS TO SUBMIT A PROPOSAL - Proposals shall be submitted no later than **4:00 pm on May 11, 2026** to the office of:

Stacey Hosking, Clerk-Treasurer  
City of Port Jervis  
20 Hammond Street, Port Jervis, NY 12771

6. PROPOSAL SIGNATURE REQUIREMENTS – Proposals must be signed by an Officer of the Contractor authorized to bind said Contractor to the provisions of the submitted proposal for a period of at least ninety (90) days. Failure of the successful Contractor to execute the project contract may result in the cancellation of any award.

7. PACKAGING/CONTENTS OF PROPOSAL – The Proposal must include a detailed statement of the services to be performed, and the costs and fees anticipated to be incurred for the procurement of infrastructure, hardware, software, installation, and support services. The Proposal packages shall be enclosed in a sealed envelope plainly marked in the upper left-hand corner with the name and address of the Contractor and bears the words **“Request for Proposals (RFP) Insulation City of Port Jervis Pole Barn – DPW Administrative Building.”**

Any Proposal received after the due date and time **cannot be accepted and will not be considered.**

8. NUMBER OF PROPOSAL COPIES REQUIRED – The Contractor must submit an original and ten (10) copies of the Proposal.

9. AMENDMENT OF REQUEST FOR PROPOSAL (RFP) – In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all interested Contractors. Deadlines for submission of the RFP may be adjusted to allow for revisions. For a revised proposal to be considered, an original and ten (10) copies must be submitted on or before the due date.

10. QUESTIONS DURING THE PROPOSAL PREPARATION PROCESS – As of the issuance date of this Request for Proposals (RFP) and continuing until 48 hours prior to the time for submitting proposals has expired, the city will provide relevant information as necessary for all Contractors to familiarize themselves with the requirements set forth in the Request for Proposals (RFP). Contractors are encouraged to submit any comments or questions in writing to: DPW Director Steven Duryea, at the Port Jervis City Hall address, or by e-mail to [dpwdirector@portjervisny.gov](mailto:dpwdirector@portjervisny.gov). All questions must be submitted in writing.

11. INSURANCE –The Contractor(s) shall file a conformed certificate with the City, acquire at its sole expense and maintain continuously during the entire term of the Contract acceptable general liability insurance coverage with an annual aggregate of not less than Two Million

Dollars (\$2,000,000.00) per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Contractor, its employees, agents, or any of its subcontractors as part of its performance of professional engineering services. Contractor shall also provide evidence of Workers Comp. Insurance. The aforementioned insurances shall not be canceled without thirty (30) days' prior written notice to City, shall name the City and its officers and employees as additional insured's, shall include all automobiles utilized by Contractor's personnel in the performance of this Agreement, shall be retained and maintained at the sole cost and expense of Contractor, and shall be primary and not contributing with other insurance available to the City. The Contractor shall provide adequate proof of coverage within fifteen (15) business days of the award of the contract by the City. Failures to provide such proof will void the Contractor's bidder status as the lowest responsible bidder. The city will then engage the services of the next lowest responsible bidder.

12. DETERMINATION OF CONTRACTOR RESPONSIBILITY – Prior to the award of a contract, the City will conduct such investigations as the City deems necessary to determine the responsibility of any Contractor and its proposal and/or to determine the ability of any Contractor to perform the work provided in its proposal, and may seek additional information from a Contractor, inclusive of the following:

- a. Further detailed breakdown of its proposal amount in a format and level of detail acceptable to the City;
- b. The names and resumes of key personnel that the Contractor intends to assign to the work if awarded a contract;
- c. The portions of the work that the Contractor intends to subcontract by trade and estimated dollar amount of each;
- d. Certification that the Contractor provides services to municipal clients, including a description of work performed and services provided by your firm to said municipalities;
- e. A list of contracts, award dates, award amounts and owner contact persons for municipal projects the Contractor has recently been awarded or is currently working on that is similar in scope to this project.

The Contractor(s) shall furnish the above information within three (3) business days of its receipt of the City's written request. The City further reserves the right to reject any proposal if the information requested by the City is not submitted as required or if the information submitted fails to satisfy the City that the Contractor is responsible, or is able or qualified to carry out the obligations of the contract, or to complete the work as contemplated.

13. RIGHT OF REJECTION BY THE CITY - Notwithstanding any other provision of this Request for Proposals (RFP), the City reserves the right to reject any and all proposals and to waive any informality in a proposal when to do so would be to the advantage of the City or its taxpayers.

Proposals that contain conditions or limitations to the requirements set forth in the RFP may be considered non-responsive and rejected. The City may refuse a contract to any Contractor who, in connection with any previous contract with the City, has failed in any respect to comply with the term of any obligation, including, but not limited to, any guarantee.

The City may also refuse a contract to any Contractor whose former relations with the City shall have been of such an unsatisfactory nature, as determined by the City, that the City feels justified in refraining from entering any further business relations.

14. AWARD OF CONTRACT - The Contractor to whom the contract is awarded shall be required to enter a written contract with the City of Port Jervis in a form approved by the City Common Council and City Corporation Counsel. This Request for Proposals (RFP) and the Proposal, or any part thereof, may be incorporated into and made a part of the final contract. However, the City reserves the right to further negotiate the terms and conditions of the contract with the selected Contractor. If applicable, the contract will include a maximum "fixed cost" to the City of Port Jervis and will include all permits, materials, and other costs.

15. PROPRIETARY INFORMATION - The City of Port Jervis is a public body and governed by the New York Freedom of Information Act. Documents submitted to the City relating to this Request for Proposal are subject to requirements of the Freedom of Information Act and may be deemed public records.

16. NON-COLLUSION AFFIDAVIT. By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

17. DURATION OF PROPOSAL. Proposer agrees that his or her proposal will not be withdrawn within sixty (60) calendar days following opening of the proposals.

18. STATEMENT OF EXPERIENCE AND QUALIFICATIONS. Contractors submitting a proposal shall list all qualifications and experience pertaining to this type of service. The Proposer may be required, upon request, to provide additional information to the satisfaction of the City of Port Jervis that the proposer has the skill and experience, the necessary staff, and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time.

If, at its sole discretion, the City of Port Jervis judges the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer shall be required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

19. NO FINANCIAL INTEREST. By submitting a proposal, the proposer represents and warrants that neither a City Council Member, Elected Official Administrator, employee, nor any

other person employed by the City of Port Jervis, has in any manner, any interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

20. DOCUMENTS DEEMED PART OF THE CONTRACT. The notice, invitation to proposers, general conditions and instructions for proposers, special conditions, specifications, bid, addenda, if any, will be deemed part of the contract.

21. Contractor Information. Each proposal must contain the following:

_____	_____
Fax Number	_____
_____	_____
Signature of Authorized Representative	Federal ID Number
_____	_____
Name of Authorized Representative	Web Site
_____	_____
Title	E-mail Address
_____	
Date	
_____	
Phone Number	

**CITY OF PORT JERVIS  
ORANGE COUNTY, NEW YORK**

The following Non-Collusive Bidding Certification as required by General Municipal Law Section 103-d must be signed and submitted with the bid.

**NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any bidder or with any competitor.

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Wherefore, this statement has been subscribed by the bidder and affirmed by the bidder as true under penalties of perjury.

Dated: \_\_\_\_\_ 20\_\_

Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

General Municipal Law Section 103-d

"The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of sub-paragraph one (a)".

**ATTACHMENT "A"  
BID SPECIFICATIONS**

**CITY OF PORT JERVIS  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSALS (RFP)**

**INSULATION SPECIFICATIONS PACKAGE**

**CLOSED-CELL SPRAY FOAM INSULATION SPECIFICATIONS**

**1. GENERAL**

The Contractor shall provide all labor, materials, and equipment necessary to install a complete closed-cell spray foam insulation system.

**2. WALL INSULATION**

- Closed-cell spray foam insulation in all exterior walls
- Minimum R-19 or code requirement

**3. CEILING INSULATION**

- Closed-cell spray foam applied to underside of roof deck or ceiling assembly
- Minimum R-30
- R-38 recommended

**4. VAPOR BARRIER AND MOISTURE CONTROL**

- Provide vapor barrier as required
- Ensure proper moisture control

## **5. INSTALLATION REQUIREMENTS**

- Full cavity fill required
- No voids or gaps permitted
- Coordinate with framing and ceiling systems
- Maintain ridge vent ventilation

## **6. GENERAL REQUIREMENTS**

- Must meet NYS Energy Code
- Install per manufacturer specifications

**ATTACHMENT "B"**  
**BLUEPRINTS/DRAWINGS FOR POLE BARN**