



REQUEST FOR PROPOSALS (RFP)

Purchase of Real Property

61 East Main Street (Tax ID: 9-14-6)

32 Church Street (Tax ID: 13-10-3)

20 Brooklyn Street (Tax ID: 5-18-17)

27 McAllister Street (Tax ID: 11-6-13)

I. Introduction

The City of Port Jervis, New York (the “City”), hereby solicits proposals from qualified individuals and entities (“Respondents”) for the **purchase of City-owned real property** known as 61 East Main Street (Tax ID: 9-14-6), 32 Church Street (Tax ID: 13-10-3), 20 Brooklyn Street (Tax ID: 5-18-17), and 27 McAllister Street (Tax ID: 11-6-13) (the “Properties”). The Properties have no operational needs to the City and are being offered for sale pursuant to applicable provisions of New York State law and the policies of the City of Port Jervis.

II. Property Information

The Properties are City-owned surplus parcel located in the City of Port Jervis and each presently has a structure located within its property lines.

Property Summaries

- **Address:** 61 East Main Street, Port Jervis, NY
- **Tax Parcel Number:** 9-14-6
- **Zoning District:** NMU
- **Lot Size:** 50x100 (± sq. ft.)

- **Address: 32 Church Street, Port Jervis, NY**
- **Tax Parcel Number: 13-10-3**
- **Zoning District: R2**
- **Lot Size: 50x100 (± sq. ft.)**
- **Address: 20 Brooklyn Street, Port Jervis, NY**
- **Tax Parcel Number: 5-18-17**
- **Zoning District: R1**
- **Lot Size: 33x96 (± sq. ft.)**
- **Address: 27 McAllister Street, Port Jervis, NY**
- **Tax Parcel Number: 11-6-13**
- **Zoning District: R1**
- **Lot Size: 28x71 (± sq. ft.)**

All information provided is believed to be accurate but is not guaranteed. Respondents are responsible for performing their own due diligence regarding site conditions, zoning requirements, permitted uses, environmental conditions and development constraints.

- The Properties are offered **as surplus, as-is, where-is**, with all faults, and without any warranties or representations, express or implied, including but not limited to environmental condition, fitness for a particular purpose, or development feasibility. Any existing drainage swales or channels must remain unobstructed or altered.

III. Purchase Price and Financial Capacity

Each proposal must clearly state:

- Proposed purchase price;
- Evidence of financial capacity to complete the purchase (e.g., proof of funds, financing commitment);

The City reserves the right to consider factors beyond purchase price when evaluating proposals.

IV. Submission Requirements

Respondents may bid on one or multiple Properties set forth in this RFP.

Proposals must include the following information:

1. **Cover Letter** identifying the Respondent and primary contact person;
2. **Proposed Purchase Price for the Property Sought;**
3. **Financial Information** demonstrating capacity to purchase the property;

V. Evaluation Criteria

Proposals will be evaluated based on, but not limited to, the following criteria:

- Responsiveness to this RFP;
- Proposed purchase price;
- Financial capacity;

The City reserves the right to negotiate with one or more Respondents and is not obligated to accept the highest-priced proposal. The City reserves the right to reject any or all proposals.

VI. Submission Deadline and Procedure

Proposals must be received no later than:

Friday August 3, 2026 until 12:00 PM

Submissions shall be delivered in a sealed envelope marked “**Surplus Real Property Proposal**” to:

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

Late submissions will not be considered.

VII. Conditions and Reservations

- The Property has no **municipal needs** by the City of Port Jervis;
- The City reserves the right to reject any or all proposals in the best interests of the City;
- The City may waive informalities or minor irregularities in proposals;
- Submission of a proposal does not create any contractual or property interest;
- All costs incurred in the preparation or submission of a proposal are the sole responsibility of the Respondent;
- Any proposed conveyance shall be subject to approval by the Port Jervis Common Council and execution of a formal purchase and sale agreement;
- Any existing drainage swales or channels must remain unobstructed or altered.
- Must Comply with all DEC requirements for any construction activities next to drainage swales.
- City of Port Jervis Department of Public Works must have general access to the drainage swale and/or structures for inspections and maintenance within the property.

- It shall be a specific condition of the sale that the winning bid purchaser must demolish the existing structure on the purchased property within one year of the date that the deed is tendered to the purchaser. Such demolition shall be completed in full compliance with the with the Port Jervis City Code. Failure to comply with the demolition condition will result in reversion of the property to the City and the purchase price shall be forfeited. This condition will be set forth in the deed

VIII. Questions and Additional Information

Questions regarding this RFP must be submitted in writing to:

City of Port Jervis
20 Hammond Street
Port Jervis, NY 12771
Attn: Stacey Hosking, Clerk-Treasurer
ClerkTreasurer@portjervisny.gov

Issued by the City of Port Jervis Common Council on June 30, 2026

**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)".