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| REQUEST FOR PROPOSAL | RFP05# |
| 0001 |
| New Auto Adjusting Valve Thermometers for Radiators | Date: 7/22/2025 |

1. General
   1. Objectives/Purpose – New automatically adjusting radiator valves are required to maintain a constant temperature in the library.
   2. Necessary Dates – Submissions must be in before 8/12/2025 and must have a start date no later than 8/29/2025.
2. Background
   1. History – Staff and maintenance have constantly battled with the radiators to get the right temperatures while the boiler and circulator have been keeping up. As these constant temperature adjustments put an extra burden on the boiler and circulator, we have decided to hire a contractor to install the necessary thermostats and valves so the radiator temperature adjustments can be made automatically by the thermostat when necessary.
3. Service / Work Requirements
   1. Expectations
      1. Work should be completed in a timely manner as agreed upon and at a quality befitting the historic Port Jervis Free Library. In return, the library can guarantee prompt payment to be scheduled upon completion.
   2. Mandatory Requirements
      1. All contractors working on the library must be properly licensed and bonded with an insurance company in good standing with the contractor’s respective state.
      2. All contractors must bring their own; equipment for the work they are to do, items for their sustenance they might need while performing work, and cleanup equipment to ensure the space is brought back to its original condition after each work day and/or upon the completion of their work.
      3. The selected company will need to complete the Contractor Agreement located on the library’s website before work may start.
   3. Pricing
      1. A walkthrough with the director will be necessary to ensure the accuracy of the quote.
      2. The terms of payment will be negotiated before the beginning of work.
4. Submission Guidelines
   1. Where to Submit
      1. All Request for Proposal submissions should be submitted to the library director at [CKoehler@rcls.org](mailto:CKoehler@rcls.org) or placed in an envelope with the headline “Request for Proposal – Radiators ATTN: Director” and handed in to the front desk staff at the Port Jervis Free Library.
   2. Disqualifications
      1. Failure to meet all requirements or adhere to all expectations listed above will result in disqualification from consideration.
      2. If the contractor’s background, experience, or that of their employees are found to be misrepresented in any way, this will result in disqualification from consideration.
      3. If the terms listed above are found to be in breach after the work has begun, the library reserves the right to dismiss the contractors immediately and refuse all payment or offer partial payment for the work completed at the library board’s discretion.
      4. By submitting a proposal, the contractor agrees to all the terms listed above and acknowledges all submitted materials are correct.