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June 10, 2024

Honorable Member of the City Council
Through the Office of the Mayor
City Hall – Roosevelt Square
Mount Vernon, New York 10550

RE: Request Approving the Specifications for Third-Party Claims Administration Services

Dear Honorable City Council Members,

I respectfully request that this Honorable Body approve the attached bid specifications so the Law Department can advertise a bid for Third-Party Claims Administration Services. I make this request in keeping with the City's new approach of regularly evaluating all products and services as contracts expire to ensure that the City obtains the best value when it purchases products and enters into service contracts.

By way of background, the current vendor served the City with the attached formal notification of the termination of Services, effective July 2, 2024. Since then, I have discussed the City's options in meetings with our insurance broker and the Comptroller. We determined that this service must go out to bid for at least five (5) days before a bid opening. The vendor has agreed to a thirty (30) day extension of services provided that the City closes out this account by paying its invoices in full.

Accordingly, I request that this Honorable Body approve the attached bid specifications so the City can seek and award this contract to another vendor. Thank you for your consideration, and please advise if anything else is needed.

Respectfully submitted,

Brian G. Johnson
Corporation Counsel
City of Mount Vernon