



PROPOSED LAYOUT DOB



CITY OF MOUNT VERNON, NY  
DEPARTMENT OF BUILDINGS

**SHAWYN PATTERSON-HOWARD**  
MAYOR

City Hall – One Roosevelt Square  
Mount Vernon, NY 10550  
Phone: (914) 665-2483, Fax ((14) 465-2988  
Email: [DOB@cmvny.com](mailto:DOB@cmvny.com)

Website: [WWW.CMVNY.com](http://WWW.CMVNY.com)

**PATRICK G. HOLDER R.A.**  
COMMISSIONER

**HEDIYE MAMAK**  
1<sup>st</sup> Deputy Commissioner

**DAWM ASBURY**  
2<sup>nd</sup> Deputy Commissioner

## **Memorandum**

Subject: DOB Office Move updated Estimates 2026:

We were able to reduce the estimates for Phase I and II by removing items that we will need assistance from DPW & Management Services including the following Scope: Painting; Mechanical; Electrical...SEE Phase III

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### **Phase I: Total 34,800.00**

- Build Out: -SEE ATTACHED ESTIMATE/PROPOSAL – **Exhibit A**

Scope of Work includes:

- New Framing of Reception Station
- New Framing of new electronic entrance door
- New framing of back office including 36x80 office door
- Intercom System one 18/4 wire to 3 locations and intercom system with lock and buzzer
- 18 feet data rack, 3 cat 6 patch panel, cat 6 cable, 50 cat 6 jacks and 25 2 port face plate.
- Doot (Provide 1- 48"x 80" Glass entrance door magnetic lock and buzzer
- Clean work site and remove all construction related debris

### **Phase II: Total 34,700.00**

Workspace Cubicles:

Scope of Work includes:

- SEE ATTACHED ESTIMATE/PROPOSAL – **Exhibit B (3 Bids)**

### **Phase III: Total 15,000.00 (by DPW & IT)**

Mechanical/Data/Electrical etc...

Scope of Work includes:

“The Jewel of Westchester”



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- Mechanical- Installation of new Fujitsu ductless split unit, 36000 BTU with 3 interior heads and remotes control.
- Provide all electrical wiring, cooling lines
- Painting entire Office (DPW)

**Phase IV: Total 10,000.00**

Office Furniture:

Scope of Work includes:

- (2) 50” TV monitors for Office (1 at Receptionist area and one in Commissioners office). We will relocate the two currently in the 2<sup>nd</sup> floor hallway and bring them down to the ground floor hallway
- (2) printers to supplement the one we currently have. One is to be located in the Code Enforcement space which will remain on the 2nd floor where it currently is.
- Additional security cameras to supplement our 2 existing security cameras which we will relocate from the old office to the new office. for temporary file storage room (Veterans office)
- 16 File Cabinets – to replace green cabinets in front office and document coordinators
- Office Supply closet
- Office Blinds
- Bulletin Boards
- Refrigerator
- Coffee Brewer
- Water cooler
- Microwave
- Office clocks
- Plan room – wall hung plan racks 2 more to add to those we already have

Schedule (aggressive 1 Month schedule) (DOB Office closed for 1 week- June 9<sup>th</sup> reopen June 16<sup>th</sup>). Schedule is based on a May 13<sup>th</sup> Council Approval:

- Starting w/ Approval from Council and Board (May 13<sup>th</sup>)
- Phase I mobilization (May 27<sup>th</sup>)
- Phase I completion (June 3<sup>rd</sup>)
- Phase III painting (June 3<sup>rd</sup> thru June 8<sup>th</sup>) (extends over weekend if necessary)

“The Jewel of Westchester”



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- Phase II Workspace Cubicles mobilization (June 8<sup>th</sup>) \_start work from Commissioners Office towards Plan Rm. (vendor requires 2-3 days)
  - Potentially move all Commissioners and Clerks (Clerks Only) down (June 11<sup>th</sup> – 15<sup>th</sup>) Packing existing office (June 11<sup>th</sup> - 15<sup>th</sup>)
  - Potentially Open to public (Tues. June 16<sup>th</sup>)
- Phase III Mechanical and Electrical commence (June 1<sup>st</sup>)
- Phase II Workspace Cubicles continues Plan Rm. complete (June 8<sup>th</sup> – 10<sup>th</sup>)
- Move all DOB files down between June 9<sup>th</sup> -June 12<sup>th</sup>
  - Move remaining Rm 210 staff down by (June 15<sup>th</sup>)

Respectfully,  
Commissioner Holder

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# EXHIBIT A



Construction Contract Agreement

Renovation of Recreation Department to Department of Buildings  
City of Mount Vernon

**Contractor:** Webb Development Services Corporation  
Address: 34 East 1st Street, 2nd Floor, Mount Vernon, NY 10550  
Phone: 914-371-7372 | Mobile: 914-473-5924 | Fax: 914-371-7376

## **1. PARTIES TO THE AGREEMENT**

This Time and Materials Agreement is made between the Contracting Party, hereinafter referred to as the "Owner" or "Property Owner," and Webb Development Services Corporation, hereinafter referred to as the "Contractor" or "General Contractor."

## **2. PROJECT LOCATION**

City of Mount Vernon – Department of Buildings

1 Roosevelt Square

Mount Vernon, New York 10550

## **3. DESCRIPTION OF WORK**

The Contractor agrees to provide all necessary labor, equipment, supervision, and materials required to complete the renovation project in accordance with the attached drawings, project details, and specifications.

## **4. COMMENCEMENT OF WORK**

Work shall begin within thirty (30) days after the Contractor receives all necessary permits issued by the City of Mount Vernon Department of Buildings.

## **5. SCOPE OF WORK**

- Renovation of recreation department space to convert to Department of Buildings office
- New framing of reception station
- New framing for electronic entrance door
- Framing of back office including installation of 36" x 80" office door
- Supply and install one (1) 48" x 80" glass entrance door with magnetic lock and buzzer
- Patch and repaint work areas
- Final cleanup and removal of construction debris

## **6. CONTRACT PRICE**

Total Contract Price: \$34,800.00 (Thirty Four Thousand Eight Hundred Dollars)

Estimated completion time: One (1) month after commencement of work.

## **7. PAYMENT TERMS**

Payment schedule shall be mutually agreed upon by both Owner and Contractor.

Failure to make payments when due may result in suspension of work until payment arrangements have been satisfied.

## **8. CHANGE ORDERS**

Any changes to the scope of work must be requested in writing and approved by both parties.

Changes may result in additional charges and adjustments to the project timeline.

## **9. FORCE MAJEURE**

The Contractor shall not be held responsible for delays caused by circumstances beyond its control including but not limited to acts of God, fire, storms, labor shortages, material shortages, supplier failures, government actions, epidemics, riots, or war.

## **10. QUALITY OF WORK**

All work shall be performed in a professional and workmanlike manner in accordance with industry standards and all applicable building codes and regulations.

## **11. INSURANCE**

The Contractor shall maintain the following insurance coverage:

- Public Liability Insurance – minimum coverage \$500,000
- Workers' Compensation Insurance as required by law

## **12. WARRANTY**

The Contractor guarantees workmanship for a period of one (1) year from the date of project completion. Manufacturer warranties for materials shall apply where applicable.

## **13. DISPUTE RESOLUTION**

Any disputes arising from this agreement shall be resolved through arbitration administered by the American Arbitration Association.

## **14. ENTIRE AGREEMENT**

This document represents the entire agreement between the Owner and Contractor and supersedes any prior oral or written agreements.

**SIGNATURES**

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Name: Alonzo Webb

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# EXHIBIT B



**INNOV8 OFFICE FURNITURE**  
DEFINE YOUR SPACE

**"Clarion Office Supply Inc."**  
101 E. Main Street, Little Falls NJ 07424  
Telephone: 201 250-4994

**Windy Long-Fong**

1 Roosevelt Square North, Mount Vernon 10550, NY, US

**Email**

**Phone**

wlong-fong@mountvernonny.gov

917 488-3613

**Invoice #RE28485**

**9 Mar 2026 3:11pm | Innov8 Office Furniture**

Served by: Raymond Estay

Register: Raymond Estay

|          |   |              |                   |
|----------|---|--------------|-------------------|
| <b>1</b> | <b>Office Star Products</b>   | @ \$2,245.00 | <b>\$2,245.00</b> |
|          | Note: 1st Deputy Office:<br>1-Clifton Series 30d x 72"w double pedestal desk BFL-BFL w/ open modesty (\$695.00)<br><br>1-42" round meeting table w/ matching X-base (\$350.00)<br>w/ 4 sled base client chairs W/O arms (\$400.00)<br><br>1-48w x 85"h full fabric wall partition w/ wall start anchor bracket (\$800.00)<br><br>Finishes: TBD  |              |                   |
| <b>1</b> | <b>Office Star Products</b>   | @ \$8,625.00 | <b>\$8,625.00</b> |
|          | Note: Plan Room:<br>5-Clifton Series 30d x 72"w lshape desk w/ 24d x 42"w return w/ BFL-BFL (\$875.00 each = \$4,375.00)<br><br>Wall dividers:<br>4-36w x 85"h full fabric wall partition w/ wall start anchor bracket + 2-2 way connectors (\$2,000.00)<br>1-48w x 85"h full fabric wall partition w/ wall start anchor bracket (\$800.00)<br><br>for in-between desk:<br>2-30w x 53"h full fabric panel divider (\$450.00)<br>4-36w x 53"h full fabric panel divider (\$1000.00)<br><br>Finishes: TBD |              |                   |
| <b>1</b> | <b>Office Star Products</b>   | @ \$6,600.00 | <b>\$6,600.00</b> |
|          | Note: Main Work Area:<br>2-48w x 85"h full fabric wall partition w/ wall start anchor bracket (\$800.00 each = \$1,600.00)<br><br>1-Modena Series Custom bow top reception lshape desk made in 2pcs 36d x 120w x 43"h main w/ 24d x 48"w left hand return w/ BBFL pedestal + 2-BBFL mobile pedestals (\$3,500.00)<br><br>6-WD Series sidearm client guest chair 24w x 30d w/ wood frame + fabric back & seat (\$250.00 each = \$1,500.00)<br><br>Finishes: TBD  |              |                   |
| <b>1</b> | <b>Office Star Products</b>   | @ \$3,370.00 | <b>\$3,370.00</b> |

Note: 2nd Deputy Office/Work Area:

1-Clifton Series 30d x 72"w double pedestal desk BFL-BFL w/ open modesty (\$695.00)

1-Clifton Series 30d x 72"w lshape desk w/ 24d x 42"w return w/ BFL-BFL (\$875.00)

2-Intern parsons training table 24d x 54"w (\$450.00 each -\$900.00)

3-36w x 67"h full fabric wall partition w/ wall start anchor bracket (\$900.00)

Finishes: TBD

**1 Office Star Products @ \$7,220.00 \$7,220.00**

Note: Back Work Area / Secretary:

5-Clifton Series 30d x 72"w lshape desk w/ 24d x 42"w return w/ BFL-BFL (\$875.00 each = \$4,375.00)

for in-between desk:

2-30w x 53"h full fabric panel divider (\$450.00)

2-36w x 53"h full fabric panel divider (\$500.00)

Secretary:

1-Clifton Series 30d x 72"w double pedestal desk BFL-BFL w/ open modesty (\$695.00)

1-Intern parsons training table 24d x 72"w (\$450.00)

Commissioner meeting waiting area:

3-WD Series sidearm client guest chair 24w x 30d w/ wood frame + fabric back & seat (\$250.00 each = \$750.00)

Finishes: TBD

**1 Office Star Products @ \$4,245.00 \$4,245.00**

Note: Commissioner Office:

1-Tuxedo Designer Series Executive Lshape desk 36d x 72"w main w/ 24d x 48"w Right return (overall of 6'x7') w/ frosted glass modesty w/ power grommet (\$2,400.00)

1-WD Series sidearm client guest chair 24w x 30d w/ wood frame + fabric back & seat (\$250.00)

1-Tuxedo Designer Series rectangular conference table 48d x 96"w (4'x8') w/ matching pedestal base + dual power grommet -TO SIT 6 (\$1,595.00)

Finish: TBD

**31 Office Star Products @ \$150.00 \$4,650.00**

Note: Office Chair for entire floor plan:

Proline II midback ergonomic swivel managers chair w/ mesh back + cushioned fabric seat w/ adjustable arms & back w/ tilt lock

Finish: Black

**1 Full Delivery & Installation (NORMAL BUSINESS HOURS) @ \$2,500.00 \$2,500.00**

Note: 3rd Draft Proposal (UPDATED 3/9/26)

Waiting on final confirmation

Contact Windy 917 488-3613 OR Patrick Holder

Subtotal \$39,455.00

Additional Discount -\$4,755.00

**TOTAL 38 items \$34,700.00**

**TOTAL SAVINGS \$4,755.00**

**C.O.D \$34,700.00**



Terms: ALL ORDERS ARE C.O.D UNLESS OTHERWISE SPECIFIED

PLEASE READ CAREFULLY:

I, The Purchaser agrees that ALL MERCHANDISE TRANSACTED, Remains the SOLE PROPERTY OF INNOV8 & CLARION OFFICE FURNITURE until FULLY PAID FOR, I The Purchaser also understand that ALL CUSTOM ORDERS are made to my SPECIFICATIONS & are NOT RETURNABLE. NOTE\* There is a 30% RESTOCKING FEE ON NEW ORDERED ITEMS.

GIVE US A REVIEW ON GOOGLE OR YELP AND RECEIVE 10% OFF YOUR NEXT PURCHASE

Like saving money? Receive a discount on your project for any references you send our way that turn into orders!





