



CITY OF MOUNT VERNON, NY
DEPARTMENT OF BUILDINGS

SHAWYN PATTERSON-HOWARD
Mayor

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Patrick G. Holder, R.A.
Commissioner

Hediye Mamak
1st Deputy Commissioner

Markees Boisseau
2nd Deputy Commissioner

June 24, 2024

City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR.

Re: Revising current Contractor with Labella (for Plan Examination) to include Building Safety Inspections to be considered as Exception from Policies and Procedures by the City Council

To the Honorable Council Members:

The city is currently in the process of adopting the Department of State recommendations based on the recent audit the City of Mount Vernon requested. One of the action requirements in the letter from The Department of State dated April 15th, 2024, in reference to the Enforcement of the Uniform Code in the City of Mount Vernon, is for the city to begin to perform fire safety and property maintenance inspections of buildings on the Inspection List i.e. Public Assembly, Multiple Dwelling and Nonresidential occupancies. While the Building Department and the Fire Department have already begun this process in reference to public assembly spaces the Department of Buildings lack the resources to include the later occupancies (multiple dwelling and nonresidential). Further, the letter stated that the city is under a 120-day observation to demonstrate measurable progress towards addressing this issue, amongst other deficiencies. With this time constraint we are requesting that we timely bring on a third-party consultant to help us with the other occupancies that require inspections.

While standard procedure would require us to go out with an RFP for third-party consultants, this letter comes to request permission to authorize the Department of Buildings to contract with current company, Labella Associates, D.P.C, to do these inspections. We note that Procurement Policy for the City of Mount Vernon, Section 6, details Items excepted from these policies and procedures by the City Council. Section 6C indicates “To the extent practicable and professional services should be obtained through request for proposal. We believe going out for an RFP would fall under “not practical” due to the demands and the time constraint we are under with this state report.

Further 6D indicates that “in the event an RFP is not used to procure a professional service, no contract shall be awarded without written documentation, such as but not limited to a memorandum, outlining the procurement

process, the evaluation methods used, and the basis for awarding the contract". All of which we fully plan to provide.

We currently are under contract with Labella for Plan Examination consultant services. This is a result of an RFP process conducted in February 2023. Labella has the experience, resources and bandwidth to address this immediate need. Should the Council desire the expansion to be time limited we would request that it end December 31st giving us time to do and RFP for 2025

Thank you in advance for your consideration and cooperation in this matter.

Respectfully Submitted,



Patrick G. Holder
Commissioner of Buildings

cc: Mayor, Corporation Counsel, City Clerk, The Comptroller