



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2362 – Fax: (914) 665-6173

JUAN PEREZ
Commissioner Management Services

October 23, 2024

VIA EMAIL:

Honorable City Council Members
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, New York 10550

RE: Approval to Award AV Upgrade RFP to Justice AV Solutions. FOR APPROVAL AT THE November 13, 2024
CITY COUNCIL MEETING

Honorable Councilmembers:

The Department of Management Services requests that the City Council adopt an Ordinance allowing the City to award the contract for the solicitation for **RFP #03-2024 City of Mount Vernon AV Upgrade** submitted for the AV Upgrade project for City Council Chambers, City Council Committee Room and the Memorial Room. We also seek authorization for the city to enter into a contract with Justice AV Solutions, Inc. for the implementation of the project.

RFP Overview:

RFP Publication Date: 3/28/2024

Purpose of RFP:

The City of Mount Vernon sought to address longstanding issues with audio and video quality in our public meeting spaces, which have both in-person and virtual participants for city functions. The scope of work included (3) three rooms that needed Audio and Visual upgrades.

- **City Council Chambers:** The largest of the three rooms. This is the main gallery for public events. Without technological assistance, it is difficult for meeting attendees to follow meetings, especially in the rear of the room. Online participants have also had challenges while attending meetings in a virtual space.
- **Council Committee Room:** This space is a small conference room adjacent to the council chambers.
- **Memorial Room:** This space is a large multi-use conference space. Tables and seating can be arranged to accommodate various meeting types and public meetings.

Functional Considerations for these spaces included

- facilitating Zoom meetings with proper sound setup so all present can hear council, presenters and online participants on Zoom.
- Ensuring in person/remote audience, presenter and Council have visibility of a presentation being done during meetings.
- Cameras to capture meetings to allow for presentation to the public for all public meetings. With the ability to cast screens within meeting spaces as defined above.

“The Jewel of Westchester”



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The City of Mount Vernon sought a reliable and effective solution that would meet our requirements in a cost-effective manner for the city.

Proposal Evaluation:

An evaluation committee was comprised of members from Management Services and a representative of the City Council. Proposals were assessed based on criteria including cost-effectiveness, technical capability, vendor reputation, and scalability and the ability of the vendor to deliver based on specific requirements as outlined in the RFP.

Selected Vendor:

After careful consideration, Justice AV Solutions, inc. has been identified as the most suitable vendor to meet our needs, offering an excellent balance of quality service and cost efficiency.

Contract Summary:

- **Award Value:** \$204,620.01
- **Key Deliverables:**
 - Installation of the AV System for (3) three spaces within City Hall
 1. City Council Chambers
 2. City Council Meeting Room
 3. Memorial Room
 - Staff training sessions
 - Support Services as outlined in a final contract to be defined by the city in a final contract.

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The funding for the project will be through ARPA H1680.203C927.

We believe that Justice AV Solutions Inc. will significantly contribute to achieving our goal of enhancing our ability to more effectively communicate with citizens during our meetings and public sessions. As well as providing a state-of-the-art environment for the city to carry out city business in a much more effective manner.

I am available for further discussion and ready to provide any additional documentation required to facilitate the approval process.

Thank you for considering this request. We look forward to your approval.

Sincerely,
Juan Perez

Commissioner Management Services

cc: Mayors Office, Comptroller