



CITY OF MOUNT VERNON, N.Y.

Mayor Office

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Mayor

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JUAN PEREZ
Commissioner Management Services

April 26, 2024

VIA EMAIL:

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

RE: Revision to RFP deadline for Audio Visual upgrades to City Council and Committee Rooms:
FOR APPROVAL AT THE May 8, 2024 CITY COUNCIL MEETING

Honorable Council members:

SECTION #1: Recommended Action by the City Council

The Department of Management Services requests City Council approval to extend the deadline for proposals to install an audio-visual solution in the City Council chambers, Committee Room, and Memorial Room. Vendors requested more time due to the project's scope and our initial requirements. This extension will ensure they can fully address our needs in their proposals.

Background Detail and Rationale for Recommendation:

We are seeking approval to revise the deadline for submission from May 10, 2024 to June 3rd, 2024. The additional time will allow vendors to fully address questions and concerns raised during our initial site visit.

Fiscal Impact Statement / Financial Considerations:

The date change will not have a financial impact on the overall project.

Departmental Impacts: N/A

Environmental Considerations (If Applicable): N/A

Enforcement Plan by Policy (If Applicable): N/A

Other Final Departmental Needs (If Applicable): N/A

Sincerely,
Juan Perez

Commissioner Management Services

cc: Mayors Office, Comptroller

"The Jewel of Westchester"