



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD

*Mayor*

City Hall, One Roosevelt Square

Mount Vernon, NY, 10550  
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DAMANI L. BUSH

*Commissioner*

JOHN NUCULOVIC

*Deputy Commissioner*

July 1, 2025

Honorable City Council Members  
The City of Mount Vernon  
Mount Vernon, New York  
(Through the Office of the Mayor)

Re: Request for Approval to Solicit Request for Proposals (RFP) for Tree Maintenance and Emergency Services

Dear Honorable City Council Members,

On behalf of the Department of Public Works, I respectfully request your approval to issue a Request for Proposals (RFP) for **Tree Maintenance and Emergency Services**, including trimming, pruning, hazardous tree removals, stump grinding, and storm response work across the City of Mount Vernon.

**Urgency of Request**

The city currently faces numerous tree-related hazards due to aging tree stock, storm damage, and a backlog of removal and pruning requests. These hazards threaten public safety, obstruct sidewalks and roads, endanger utility lines, and diminish the overall health and appearance of our neighborhoods.

Recent weather events have further highlighted the need for a rapid response, professional tree service provider capable of mobilizing in emergency situations 24/7. Without an active contract in place, the City risks delayed response, higher unregulated pricing, and increased liability exposure.

**Scope of Work to Be Included in RFP**

The selected contractor(s) will provide tree care services on an as needed and emergency basis, including:

- Emergency response within 1 hour of notice, available 24/7/365
- Tree trimming and pruning to maintain public safety and aesthetics
- Removal of dead, damaged, or hazardous trees
- Stump grinding and removal
- Storm cleanup and post-disaster response
- Brush chipping, log hauling, and debris disposal
- Heavy Clamshell and/or Crane services for large or structurally unsafe trees
- On-site traffic control and pedestrian safety measures
- Tree health assessments and condition reporting by certified arborists
- City-wide on-going assessments of tree conditions
- Prioritization/scheduling of work

This RFP will allow the City to pre-qualify and contract with one or more reliable, insured vendors for a period of three years, with the option of a one-year renewal. A full pricing schedule and emergency mobilization plan will be required from all proposers, and preference will be given to MWBE-certified and local vendors in accordance with the City procurement policy.

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**Conclusion**

Approval to release this RFP is critical to ensuring the City's ability to promptly and cost-effectively respond to tree-related emergencies and maintain the long-term health and safety of our urban canopy. With Council's authorization, we intend to issue the RFP immediately and return with contract recommendations upon completion of the competitive bidding process.

Thank you for your attention to this important matter and for your continued support of public works operations throughout the City of Mount Vernon.

Respectfully,

A handwritten signature in blue ink, appearing to read 'DLB', followed by a long horizontal line extending to the right.

Damani L. Bush  
Commissioner of Public Works  
DLB/jn

Cc: City Engineer