CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT OF BUILDINGS

THIRD-PARTY INSPECTION SERVICES FOR BUILDINGS DEPARTMENT BACKLOG

REQUEST FOR PROPOSALS (RFP) #005-DOB

Issued: August 14, 2025

Responses Due: September 9, 2025

To

City of Mt. Vernon
1 Roosevelt Square, Rm 210
Mt. Vernon, NY 10550

The City of Mount Vernon reserves the right to reject any proposals. Questions regarding proposals submittal may be directed to Commissioner Patrick Holder at (914) 665-2660 or by email at pholder@mountvernonny.gov

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1.0 DEFINITIONS

For the purposes of this Request for Qualification (RFQ) and resulting contract, words and terms shall be given their ordinary and usual meanings. Where capitalized in this RFQ and resulting contract, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine and feminine.

The following definitions of terms shall apply, unless otherwise indicated:

"Contract" means written agreement between the city and consultant(s) that covers the delivery of work to be performed subsequent to this RFQ.

"Contract Administrator" means the individual in the Department of Buildings (DOB) responsible for administering day-to-day operational matters of the contract.

"Contract Manager" means the individual in the city responsible for managing this RFQ and subsequent contractual issues.

"Consultant" means a proposer that is awarded a contract under this RFQ and its employees or other personnel (including design professionals and agents) provided by the consultant to perform work under this contract.

"Department" means the Department of Buildings.

"Expected" means a city/state requirement should be present in the proposed solution, exactly as stated, but the lack of the requirement would not disqualify the solution. However, the lack of one or more expected requirements will reduce a solution's technical score.

"State" means the State of New York.

"Mandatory" means a requirement labeled as such must be present in the proposed solution, exactly as stated, or the solution will not be considered by the city. The terms "must," "shall," and "will" are considered mandatory.

"May" indicates something that is not mandatory but permissible.

"DOB" means the Department of Buildings.

"Must" indicates a mandatory requirement.

"Proposal" means the complete response of a proposer submitted on the approved forms, in the required manner and setting forth the proposer's prices for providing the services described in the RFQ.

"Proposer" means any individual, company, corporation, firm or other entity that responds to this RFQ.

"Responsible" means a proposer who has furnished information and data to prove that the financial resources, service, facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of such services and deliverables set forth in the RFQ.

"Responsive" means a proposal that conforms in all material respects to the requirements set forth in the RFQ.

"RFQ" means Request for Qualification.

"SLA" means Service Level Agreement.

"SOW" means Statement of Work.

"City" means the City of Mount Vernon, New York.

"C.E.O." Code Enforcement Official.

"P.E." Professional Engineer.

"R.A." Registered Architect.

"Shall" indicates a mandatory requirement.

"OpenGov" means cloud base permitting software used by the city to improve efficiency in the permitting process and modernize the Department of Buildings' IT systems.

"Will" indicates a mandatory requirement.

2.0 INTRODUCTION

The City of Mount Vernon, through the Office of the Mayor and in partnership with the Department of Buildings (DOB), is seeking proposals from qualified and certified individuals or firms to provide third-party building inspection services in support of the City's enforcement of the New York State Uniform Fire Prevention and Building Code and Energy Code.

Constituents will have the option to hire approved third-party inspectors at their own expense to expedite inspections beyond the City's standard queue. All such inspections will be reviewed and validated by the DOB for compliance and final approval.

This program leverages authority under NYCRR 1203.2(d), which permits municipalities to engage third-party professionals to supplement enforcement capacity, provided they meet the qualifications outlined in Part 1208 of the Code. All selected providers must adhere to the City's inspection

protocols and reporting standards, including the use of the City's OpenGov platform for documentation and scheduling.

The City invites qualified professionals and firms with relevant certification and code enforcement experience to submit qualifications under this RFQ and join this critical initiative to improve safety, regulatory compliance, and service delivery for the Mount Vernon community.

3.0 SCOPE AND OBJECTIVES

The primary objective of this solicitation is to provide an option to constituents for access to third party inspectors to expedite construction inspection services for their building department applications.

Through this RFQ, the City aims to authorize and prequalify up to three third-party inspection consultants who can provide timely, professional, and code-compliant inspections to supplement the efforts of City staff. These consultants will operate under a defined DOB protocol, offering property owners and applicants the option to utilize approved firms to expedite their projects while ensuring full compliance with all applicable codes and regulations.

This initiative reflects the City's commitment to responsible enforcement, increased operational capacity, and responsive service delivery to constituents, developers, and the business community.

Scope of the Solicitation

The City seeks to identify third-party inspection consultants to perform a wide range of technical inspections related to the enforcement of the NYS 2020 Uniform Fire and Building Codes, Energy Code, and City ordinances. The scope of services will include, but not be limited to, the following:

1. Construction and Permit Inspections

- Structural, framing, foundation, and related construction elements
- Electrical, plumbing, and mechanical systems, including HVAC
- Verification of code compliance prior to permit closure

2. Certificate of Occupancy / Certificate of Tenancy Inspections

- Final inspections required prior to the issuance of certificates
- Code compliance with approved construction plans, use classification, and occupancy load
- Accessibility, egress, and safety feature compliance

3. Equipment Permit Inspections

- Installation and operational compliance of:
    - Boilers
    - HVAC systems

    - Elevators and lifts
    - Fuel oil tanks
- Confirmation of safety controls, permits, and manufacturer standards

4. Property Maintenance and Habitability Inspections

- Inspections under the Property Maintenance Code for both residential and commercial buildings
- Evaluation of sanitation, structural integrity, pest control, egress, and general habitability
- Documentation of violations for code enforcement action

5. Fire Safety and Uniform Code Compliance

- Life safety inspections as required under the Uniform Code
- Inspection of fire protection systems, exit signage, suppression systems, and fire-rated assemblies
- Multiple dwelling, nonresidential, and (as applicable) public assembly building code compliance

Regulatory Framework

All services shall be performed in accordance with the following regulatory codes and standards:

- New York State Uniform Fire Prevention and Building Code
- New York State Energy Conservation Construction Code
- 19 NYCRR Parts 1203 and 1208
- Mount Vernon Municipal Code and zoning regulations
- ADA Standards (where applicable)
- Relevant national and international construction codes and equipment standards

Consultants must be New York State-certified Building Safety Inspectors or Code Enforcement Officials and maintain current certification throughout the term of their engagement. The City will retain all permitting, enforcement, and issuance authority, and third-party inspectors will operate solely in an inspection and advisory capacity under City oversight.

4.0 OVERVIEW

This initiative is a direct response to the recommendations of the 2024 audit by the New York State Department of State, which identified staffing shortfalls and enforcement gaps within the City's building inspection process.

Primary Objective

The primary goal of this RFQ is to expand inspection capacity by engaging third-party providers who will work under DOB oversight and offer timely, qualified inspection services to constituents. These services will supplement—not replace—existing DOB operations and provide property owners and applicants with an alternative to expedite required inspections.

Scope of Services

Selected firms or individuals will be responsible for performing inspections in the following categories:

- Building permit inspections (structural, framing, MEP systems)
- Certificate of Occupancy/Certificate of Tenancy final inspections
- Equipment permit inspections (boilers, HVAC, elevators, fuel tanks)
- Property maintenance and habitability inspections
- Fire safety inspections in accordance with the Uniform Code

All inspections must be performed by New York State-certified Building Safety Inspectors or Code Enforcement Officials, with demonstrated knowledge of relevant federal, state, and local codes.

Selection and Protocol

Up to three qualified firms may be selected through this RFQ. Approved providers will be added to a list of third-party inspectors available for hire by constituents, at no cost to the City. All inspection reports must be submitted in a DOB-approved format and are subject to review and validation by City staff.

5.0 QUALIFICATIONS

The individual or firm must meet the following minimum qualifications to be considered for award of contract:

1. **Certified Building Safety Inspectors**
    - Property maintenance and fire safety inspections must be conducted by inspectors certified by the New York State Department of State (NYSDOS) as Building Safety Inspectors.
    - This includes individuals who have successfully completed the NYSDOS Division of Building Standards and Codes' Building Safety Inspector Basic Training Program.
    - Certified inspectors must maintain their credentials by fulfilling the in-service training requirements outlined in NYCRR Section 1208-3.3(b).

2. **Regulatory Knowledge and Communication Skills**
    - Must demonstrate a strong working knowledge of all applicable local, state, and federal laws, regulations, and codes governing building inspections, including but not limited to:
        - New York State Building and Fire Codes
        - Americans with Disabilities Act (ADA) compliance
        - Local zoning ordinances and municipal codes
    - Must be able to clearly and accurately explain inspection-related findings and code interpretations both verbally and in writing.

3. **Availability and Responsiveness**
    - Must provide qualified inspectors who are readily accessible to City staff and stakeholders for follow-up discussions regarding inspection reports.
    - Inspectors must be available for communication by phone, email, or in-person meetings, as necessary.

4. **Conflict of Interest**
    - The individual or firm must not be engaged in any contractual relationships or provide services to any other person or entity that would present a conflict of interest with the work performed on behalf of the City of Mount Vernon.

6.0 SUBMITTAL REQUIREMENTS

Submittals must include the following:

1. Qualifications

    a. Number of years the consultant firm has been in business.
    b. Name(s), title(s), certifications and resumes of the individuals that will be providing services.

2. Experience

a. List the individual's or firm's experience in providing similar services, including personnel state registrations and/or certifications relevant to the type of inspections or other building services proposed to be provided by that individual or firm.

b. Identify any consultants that you would expect to use, noting relevant disciplines.

3. Reference

Provide a list of at least 3 current references. Include name of individual or organization, job title, email address, mailing address, and telephone number(s). Identify the type of services provided to each individual/organization, the location where the services were provided, and the dates of service.

4. Individual's or Firm's Capabilities and Abilities

Provide a statement demonstrating you or your firm's ability to accomplish the scope of services in a comprehensive and thorough manner to address the scope of work identified above.

5. Working Relationship with City

Provide information regarding how you or your firm will provide timely responses to phone calls and/or emails from constituents. Discuss your anticipated relationship with the city and your firm.

6. Cost for Services

Provide proposed billing rate information for each inspection related to the scope of services. Please include both lump sum per building inspection (unit count breakup if applicable) and hourly rates for building inspection services.

7.0 EVALUATION CRITERIA

Submittals will be evaluated on the following criteria:
1. Qualifications
2. Experience
3. References
4. Capabilities
5. Proposed Working Relationship
6. Proposed Cost

8.0 SCHEDULE

The city anticipates entering a contract by October 1, 2025. The duration of the contract is expected to be for one (1) year with a renewal provision for additional time periods based on needs and mutual consent of both parties.

9.0 BACKGROUND

Mount Vernon is a *Home Rule* charter city and operates under the Council-Manager form of government. A mayor and six council members are elected from single-member districts with the mayor elected at large. The city limits are approximately 4 square miles. United Water, Con Ed and NYPA operate the city's electric and water utilities. The city maintains sanitary sewer and drain facilities (the county controls wastewater treatment) and is therefore able to relate infrastructure to growth patterns.

MISSION

The Department of Buildings (DOB) is dedicated to guiding and managing the physical growth and transformation of the City of Mount Vernon through the enforcement of building codes, the advancement of strategic planning initiatives, and the oversight of high-quality construction practices. Our mission is to enhance the built environment, promote public safety, and support inclusive, sustainable development that improves the quality of life for all residents.

The DOB provides expert technical guidance and regulatory oversight to facilitate responsible economic development, the creation and preservation of affordable housing, and the revitalization of historic neighborhoods. We are committed to integrating principles of environmental stewardship and resiliency into the city's construction practices by encouraging green building techniques, enforcing compliance with energy efficiency standards, and supporting projects that align with long-term climate and sustainability goals.

Through collaboration with developers, stakeholders, and community members, the DOB ensures that all construction and renovation projects contribute to a more livable, equitable, and environmentally responsible city.

10.0 GENERAL REQUIREMENTS

Labor Laws:

The awarded vendor will be required to comply with all applicable laws, including but not limited to labor laws, prevailing wage rates, and workers compensation.

Liability Requirements and Errors and Omissions Policy:

The successful company shall apply and maintain insurance which indemnifies and holds harmless the city, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor in an amount not less than $1,000,000.

Other required insurances that must be furnished prior to commencement of work:

Workers' Compensation	Statutory Requirements
New York State Disability Coverage	Statutory Requirements
General Liability/Property Damage	$1,000,000 combined single limit
Automobile Liability	$1,000,000 per occurrence

Insurance certificates should name the City of Mount Vernon as *an Additional Insured Party* and should be primary over any insurance held by the city.

Respondents must agree to employ best efforts to ensure minority and female participation in accordance with the city's *Affirmative Action & Discrimination Policy* Statement (Exhibit D).

Proprietary Information:

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, Section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are "trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of submittal. This information should include a written request to accept it from disclosure, including a written statement of the reasons why the information should be accepted.

Right to Reject Proposals:

This RFQ does not commit the city to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFQ or to procure or contract for services. The city intends to award a contract on the basis of the best interest and advantage to the city and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified

proposers or to cancel this RFQ in part or in its entirety, if it is in the best interest of the city to do so.

Cancellation Clauses:

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFQ shall result in immediate cancellation. The agreement may be cancelled by the City of Mount Vernon for any other reason(s) upon 30 days' written notice.

New York Law and Venue:

The agreement arrived at from this solicitation shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract shall be brought to the Supreme Court of the State of New York, Westchester County.

The city requires contractors which are not incorporated in the State of New York to produce a *Certificate to Do Business* in the State of New York from the New York Secretary of State prior to executing their contract with the city. Awarded bidder shall provide said certificate of required.

Iran Divestment Act:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

Proposals and prices must remain valid for three (3) months.

PATENT RIGHTS (24 CFR 85.36(I)(8))
No discovery or patent rights arising from any discovery or invention which arises or is developed in the course of or under this contract shall be exercised by or on behalf of the contractor.

COPYRIGHTS (24 CFR 85.36(I)(9))
No reports, handbooks, documents, maps, data, or pamphlets produced in whole or in part under this contract will be the subject of any application for copyright by, or on behalf of, the contractor.

ACCESS TO RECORDS (24 CFR 85.36(I)(L0))
The municipality/county, Office of State Planning, US Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to this contract, for the purpose of making audit, examination, excerpts, and transcriptions.

RECORDS RETENTION (24 CFR 85.36(I)(LL))
All records in the possession of the contractor pertaining to this contract will be retained by the contractor for a period of three (3) years from closeout of the grant by the grantee.

ENVIRONMENTAL COMPLIANCE (24 CFR 85.36(I)(12))
Contracts must comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (l-1)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15) prohibiting the use of facilities included on the EPA List of Violating Facilities. See Clean Air and Water Provisions in Attachment 9.

ENERGY EFFICIENCY (24 CFR 85.36(I)(13))
The project must be in compliance with the mandatory standards and policies relating to energy efficiency which are contained in the Energy Policy and Conservation Act (P.L. 94-163).

BREACH OF CONTRACT (2 CFR 200. APPENDIX II)
Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual. or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

TERMINATION (2 CFR 200. APPENDIX II)
All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

EQUAL EMPLOYMENT OPPORTUNITY
Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-l.4(b). in accordance with Executive Order 11246, '"Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

DAVIS-BACON ACT, AS AMENDED (40 U.S.C. 3141-3148)
When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the

wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback'" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, ··Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States. The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

CONTRACT WORK HOURS AND SAFETV STANDARDS ACT (40 U.S.C. 3701-3708)
Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which arc unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT
If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "'Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

CLEAN AIR ACT {42 U.S.C. 7401-76719.) AND THE FEDERAL WATER POLLUTION CONTROL ACT {33 U.S.C.1251-1387). AS AMENDED
Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689)
A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the 0MB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p.

189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352)

Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency. a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 3 1 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the non-Federal award.

CONTRACT TERMINATION

If the Contractor fails, after seven (7) days written notice, to supply enough properly skilled workmen or proper materials, or fails to prosecute the work with such diligence as will assure its completion pursuant to contract terms or shall in any other respect commit a breach of their contract, the City may terminate the contract resulting from this bid without any further notice to the Contractor. Any and all costs, damages and other expenses incurred by the City as a result of this action shall be the direct liability of the Contractor.

EXECUTORY CLAUSE

This contract shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the purchaser beyond the amount of such monies. It is understood that neither this contract nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or makes available monies for the purpose of the contract.

FORCE MAJEURE

The Contractor shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, or acts of God, or for any other acts not within the control of the Contractor and which by the exercise of reasonable diligence he is unable to prevent.

11.0 EXHIBIT A
REQUEST FOR QUALIFICATIONS SPECIFICATION

All terms, conditions and requirements as set forth in this *Request for Qualifications* are acceptable as specified therein. Yes/No___.
If *"NO"*, please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the *Request for Qualifications* with your proposal response.
By submission of this proposal, each bidder, and each person signing on behalf of any bidder, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies that to the best of its knowledge and belief:

A. the prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor; and

B. unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and

C. no attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not submit a bid for the purpose of restricting competition.

The bidder certifies that this proposal is made without any connection with any other person making a proposal for the same purpose and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable as a whole or in part from the City of Mount Vernon treasury is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Qualification spec. 004-DOB except as identified.

_____

Company Name and Address

_____ _____

Name & Title Authorized Signature

_____ _____

Date Phone Number

12.0 EXHIBIT B

CITY OF MOUNT VERNON, NY

CITY OF MOUNT VERNON

SHAWYN PATTERSON-HOWARD
Mayor

City Hall – One Roosevelt Square
Mount Vernon, NY 10550
Website: www.cmvny.com

Patrick G. Holder, R.A.
Commissioner

July 10, 2025

City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR.

Re: THIRD-PARTY BUILDING INSPECTOR(S) FOR BUILDINGS DEPARTMENT

Honorable City Council Members:

As you are aware, the City of Mount Vernon recently adopted recommendations from the New York State Department of State following the audit requested by the city. One of the key action items outlined in the Department of State's letter dated April 15, 2024, regarding the Enforcement of the Uniform Code in the City of Mount Vernon, was the resumption and implementation of fire safety and property maintenance inspections for buildings listed on the official Inspection List-specifically Public Assembly, Multiple Dwelling, and Nonresidential occupancies.

The city responded to this directive by engaging a consultant to support the outsourced inspection of Multiple Dwellings. However, Public Assembly (PA) inspections-originally supported by the Department of Buildings due to a lack of certified fire code enforcement personnel in the Fire Department-placed additional strain on our team. While the Fire Department assumed full responsibility for PA inspections as of February 2025, the year-long support (Feb 2024-Feb 2025) from our Building Inspectors led to a notable backlog of over 1700 other critical inspection types. Despite our best efforts to address this backlog, the sustained increase in inspection requests, combined with pre-existing resource limitations noted in the State audit that recommended additional hires to perform all enforcement activities (i.e. Inspectors); has left us unable to meet the full demands of enforcement obligations under the Uniform Code.

I am requesting the use of the authority granted by the New York State Building Code to formalize a process to allow third-party providers for Inspections. According to but not limited to NYCRR1203.2 section (d), *"Every authority having jurisdiction responsible for administration and enforcement of the Uniform Code shall exercise its powers in due and proper manner so as to extend to all people of the State protection from the hazards of fire and inadequate building construction. Every authority having jurisdiction responsible for administration and enforcement of the Energy Code shall exercise its powers in due and proper manner so as to farther the purposes of Article II of the Energy Law, as applicable" e-(1) Where an authority having jurisdiction contracts directly with an individual or a business entity to perform any building safety inspector enforcement activities on behalf of such authority having jurisdiction, the authority having jurisdiction shall satisfy itself that each individual performing such contracted-for building safety inspector enforcement activities has qualifications comparable to those of a person who has met the requirements of Part 1208 of this Title applicable to building safety inspections. (3) No agreement shall be made by which building permits, certificate of occupancy, certificates of compliance, orders or appearance tickets or other similar documents related to administration and enforcement of either or both of the Codes are issued by other than public officers of the authority having jurisdiction.*

Therefore, I am proposing the city allow third-party Building Inspections to be available to our constituents. This is supported by the following: recommendations of the recent department of state audit; In-person and phone meetings with building commissioners in adjacent communities; and demands for timely inspections from our own business community and individual property owners. Further, our experiences with third-party electrical consultants; the success of our ongoing outsourcing of plan reviews, plumbing and multiple dwelling inspections; and the history of our city and other adjacent municipalities working with third-party consultants to enforce the uniform code, also supports this action.

Like the current process with third-party electrical consultants there will be no charge to the city for these proposed third-party building inspections. Constituents will have the option of utilizing the approved third-party list to help expedite their inspections should they choose to bypass the standard process and the lag time the DOB is experiencing with these inspections.

DOB Third-Party Protocol

DOB Third-Party protocol will be a straightforward process that presents a choice to all constituents of hiring an approved DOB third-party consultant firm/individual.

We are proposing that this process is initiated by posting an RFQ for qualified third-party providers, of which three qualified firms/individuals can be chosen to provide this service to

constituents. If this meets with the approval of Your Honorable Body, kindly enact the necessary legislation to move forward with these third-party consultant firms.

Respectfully Submitted,

Patrick G. Holder
Commissioner of Buildings

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

13.0 EXHIBIT C

ANTI HARASSMENT POLICY

DEPARTMENT OF HUMAN RESOURCES
MAYOR SHAWYN PATTERSON-HOWARD

City of Mount Vernon Anti-Harassment Policy

ANTI HARASSMENT POLICY
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the CITY OF MOUNT VERNON to be in compliance with all state and federal laws, including but not limited to Title VII of the Civil Rights Act of 1964, as amended, in all employment practices. This City is an equal opportunity employer. Employment discrimination on the basis of race, religion, color, sex, national origin, age, sexual orientation, disability or any other legally protected status is prohibited.

Harassment of any employee on the basis of race, religion, color, sex, national origin, age, sexual orientation or disability is prohibited. Slurs, epithets, and jokes based on these characteristics have no place in the workplace. Harassment of any nature will not be tolerated.

All employees of this City are entitled to a workplace free of unlawful harassment by management, or co-workers. Any employee who feels that they have been subjected to unlawful harassment is directed to report it immediately to the Department of Human Resources. Preserving a workplace free of unlawful harassment is the responsibility of all employees.

Any report of unlawful harassment will promptly be investigated by the Department of Human Resources or by an office designated by the Department of Human Resources. All employees are required to cooperate with the investigation. Confidentiality will be maintained so far as possible, and no retaliation will be permitted.

If the investigation substantiates the allegation of harassment, appropriate measures will be taken. Discipline, up to and including dismissal, will be imposed upon any employee who is found to have engaged in prohibited conduct.

Any individual who knowingly makes a false claim of unlawful harassment will be subject to appropriate disciplinary action up to and including dismissal. Any questions about this policy should be directed to the Department of Human Resources.

14.0 EXHIBIT D

AFFIRMATIVE ACTION & DISCRIMINATION POLICY STATEMENT

DEPARTMENT OF HUMAN RESOURCES

MAYOR SHAWYN PATTERSON-HOWARD COMMISSIONER TENEIL PETERS

AFFIRMATIVE ACTION & DISCRIMINATION POLICY STATEMENT

It is the policy of the City of Mount Vernon to provide for and promote equal opportunity employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status/marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and or criminal convection record unless based upon a bona fide occupational qualification or other exception.

It is the policy of the City of Mount Vernon to provide qualified persons with disabilities and equal opportunity to participate in and receive the benefits, services, programs and activities of the Department, and to provide such persons reasonable accommodations and reasonable modifications as are necessary, to enjoy such equal opportunity. It is a violation of this policy for any employee to engage in discrimination or to retaliate against a member of the community for raising an allegation of discrimination, filing a complaint alleging discrimination, or for participating in any proceeding to determine whether discrimination has occurred.

15.0 EXHIBIT E

DRUG-FREE WORKPLACE REQUIREMENTS

The contractor certifies that it will provide a drug-free workplace, in compliance with 41 U.S.C. 8101 et seq., 48 C.F.R. Subpart 23.5, and 2 C.F.R. Part 2429. The contractor certifies that it will make a good faith effort, on a continuing basis, to maintain a drug-free workplace, including by taking certain specific measures, as follows:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment on any federally funded contract, the employee will:

(1) Abide by the terms of the statement, and notify the employer in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

Making it a requirement that each employee to be engaged in the performance of any federally funded contract be given a copy of the statement required by paragraph (a);

(c) Establishing an ongoing drug-free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;

(2) the Contractor's policy of maintaining a drug-free workplace;

(3) any available drug counseling, rehabilitation, and employee assistance

(4) programs; and, the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(d) Notifying the County and the Federal agency that provided the Funds within ten days after receiving notice under subparagraph (b)(2) from an employee or otherwise receiving actual notice of such conviction, with such notification:

(1) being in writing;

(2) including the employee's position title;

(3) including the identification number(s) of each affected award of Federal funds;

(e) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with applicable law; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.