



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

SHAWYN PATTERSON-HOWARD

Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH

Commissioner

ROBERT L. HACKETT

Deputy Commissioner

July 16, 2024

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

Re: Request for Proposals (RFP) : DPW Uniform Design and Production

Dear Honorable City Council Members,

I am writing to formally request the City Council's approval to release a Request for Proposal (RFP) for the purpose of developing and manufacturing new uniform attire for our employees within the Department of Public Works (DPW).

The DPW plays a crucial role in maintaining and improving the infrastructure of our city, and the appearance of our employees directly reflects our commitment to professionalism and excellence. Updating the uniform attire is a strategic move to enhance the public image of the DPW, improve employee morale, and ensure functional and comfortable clothing for all employees. Although the staff employees have improved their appearance over the past few years by individually purchasing new safety apparel, the goal of this initiative is to establish a centralized vendor for purchasing uniforms as opposed to everyone selecting various vendors throughout the department.

The idea is to collaborate with a company with extensive experience in design and has demonstrated a strong commitment to community-focused projects. They must have expertise in creating functional, stylish, and durable clothing which will be invaluable in this initiative. By collaborating with local designers, we not only support local businesses but also ensure that the new uniforms meet the specific needs and preferences of our employees.

The proposed collaboration will involve the following steps:

1. **Needs Assessment and Design Consultation:** Conducting surveys and focus groups with DPW employees to gather input on their needs and preferences for the new uniforms.
2. **Design Development:** The selected company will create several design prototypes based on the feedback received.
3. **Pilot Testing:** Selected employees will wear the prototypes to assess their functionality, comfort, and durability.
4. **Finalization and Production:** Based on the feedback from the pilot testing, the final designs will be submitted for final approval by the DPW Commissioner, produced and available to purchase by all DPW employees utilizing the annual uniform allowance stipend in accordance with the Teamsters 456 contractual agreement.



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In accordance with the Teamsters 456 Union Agreement:

Article XI: Protective and Safety Equipment and Tool Allowance

Section 2: Effective January 1, 2024, and thereafter, *the annual allowance for purchase of protective and safety equipment shall be four hundred and fifty (\$450.00) dollars. Such payment shall be made in the first payroll period in July, newly hired employees shall receive the protective and safety equipment allowance within thirty (30) workdays of employment.*

Article XII: Uniform Allowance

*Effective January 1, 2024, and thereafter, Unit employees, excluding those in the Water Department, shall receive an annual allowance of eight hundred and fifty (\$850.00) dollars per year for the specific purpose of the purchase of uniforms. Such payment shall be made in the first payroll period in July. **Employees must wear the uniform designated by the city.** Newly hired employees shall receive the uniform allowance within thirty (30) workdays of employment. Such new employees will purchase and begin to wear a uniform within two (2) weeks after payment.*

We anticipate that this project will result in uniforms that not only enhance the appearance of our staff but also improve their comfort and safety while performing their duties. Additionally, this initiative aligns with our commitment to supporting local businesses and fostering community partnerships.

I kindly request the City Council's approval to proceed with this collaboration. Your support in this matter is greatly appreciated, and I am confident that this project will yield positive outcomes for our department and the community we serve.

Respectfully,

Damani L. Bush
Commissioner of Public Works
DLB/db

Cc: Teamsters 456
CSEA
DPW Employees
Purchasing Department
Contract File



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Scope of Work: Unit Pricing (Design and Production) for approximately 150 Employees

Teamsters 456 Union Members:

Item	Quantity Per Employee	Unit Item Cost(s)
Short Sleeve T-Shirt	3	
Crew Neck Pullover Sweater	2	
Hoodie (Zip Up or Pullover)	2	
Beanie Hat	1	
Snapback Hat	1	
All-Weather Safety Vest	2	
Winter Coat	1	
Cargo Pants (Navy Blue)	3	

CSEA (Supervisors/Foremen) (Design and Production) for approximately 10 Employees

Item	Quantity Per Employee	Unit Item Cost(s)
Short Sleeve Polo Shirt	3	
Long Sleeve Button-Down Shirt	2	
Light Spring Jacket	1	
Beanie Hat	1	
Snapback Hat	1	
Winter Coat	1	
Cargo Pants (Black)	3	

