CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT OF PUBLIC WORKS

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13 August 2025

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

Re: **EMERGENCY DECLARATION: DOLES CENTER [SENIOR PROGRAM AND COOLING STATION]**

Dear Honorable City Council Members,

1. PURPOSE. I am writing to urgently but respectfully request the City Council's approval to authorize the City to declare an emergency, and authorize two immediate actions: (1) the rental and use of a portable cooling unit, which in an assembly of cooling equipment and requisite generator; and (2) the repair in part and replacement in kind, in part, of IIVAC systems at the Doles Center.

The exigency of this situation needs to be stated plainly – not only is this the unit at the Doles Center which cools the area used by the Senior Programs, but also is the area that serves as a "Cooling Station" for the City of Mount Vernon.

2. BACKGROUND. This unit is a 25-year-old element and is a part of our HVAC systems for the Doles Center. It is well beyond its expected service life and is no longer functioning reliably and poses a serious risk to the health and well-being of our residents — particularly during the current extreme heat wave. The unit's age has made it increasingly difficult to maintain, and attempts to patch the system have proven ineffective. A full replacement is necessary and must be prioritized to prevent any disruption of service to those who rely on this facility for relief from the heat, as well as warmth in the winter. In addition to the preventative maintenance such as filter changes and washing of the coils, recent corrective maintenance on the unit is as follows: (1) replacement in kind of two condenser fan motors ; (2) replacement in kind of contactors and capacitors; (3) replacement in kind of a mother/circuit board (4) over 15 calls for service to an outside vendors over the last three years.

We have surmounted an issue related to this in the recent past. Approximately 18 months ago, the Courts and Police Building Complex had the main chiller fail, and we rented a towable generator and cooling unit.

In this scenario, we seek to do just that, a rental while we purchase, permit, and put in place a replacement for the rooftop unit.

3. ISSUE. The maintenance matter is twofold; (1) a new 20 ton, two stage, conversion to gas unit is needed above the Senior Area [zone 3]; and (2) a new blower motor is required above the Classroom [zone 1]. *Depending on the amount of time needed to acquire and install the equipment, and lead time, the rental time may change but we seek a not to exceed of three months.* The only other issue is a simultaneous budget transfer in support of this documentation/declaration.

4. JUSTIFICATION / PROCUREMENT POLICY. This writer believes that a cooling station, which has been designated and published by the city to its residents, would appear to be in line with: *Section 6. Items Excepted from these Policies and Procedures by the City Council. B. Emergency Purchases.* For purpose of this section, an emergency refers to an occurrence that presents an immediate threat to public property, the life, safety, health, welfare or property of residents or the public, or threatens to curtail or terminate an essential service to residents or the public. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, property or welfare of the residents or City of Mount Vernon.

In addition, the ENV study of the Doles Center placed the HVAC replacement at the highest priority. They estimated a rooftop unit, and recommended a gas conversion, and priced the entirety at 284,861.00USD.

5. FUNDING. Please see funding, and attached, as follows:

5.A. *Blower*. For parts and labor the cost of the blower will be: $8,275.00 and the budget code will be (A160.203).

5.B. *Rooftop*. For parts and labor the cost of the rooftop unit will be: $76,143.24 and the budget code will be (A1620.414).

5.C. *Rental*. The rental total will be projects will be $ 25,671.39 and the budget code will be (A1620.203), pending the aforementioned transfer from (A1620.414).

The rental first month charge is	$ 10,461.13
Every other month after is	$ 8,557.13
As stated, we seek NTE 3 months	$ 25,671.39

5.D. *Total Cost*. The total associated costs for this rehabilitation are **$110,089.63**. [or 101,532.50)

5.E. *Funding Source*. Funding for these emergency repairs shall be available from **(A1620.203) [for 35,850.39] & (A1620.414) [for 76,143.24]**.

Respectfully Submitted,

John Nuculovic
Deputy Commissioner of Public Works