



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*

ROBERT L. HACKETT  
*Deputy Commissioner*

June 6, 2024

Honorable City Council Members  
Of the City of Mount Vernon  
City Hall, Mount Vernon, New York 10550  
(Through the Office of the Mayor)  
RE: RFP -Various Public Works Construction Equipment Rentals

Dear Honorable City Council Members,  
I am writing to formally request authorization to advertise for bids for **Various Public Works Construction Equipment Rentals** in accordance with the attached specifications. It is important that our Emergency Sewer Crew be able to address all urgent matters in a timely fashion and have all the proper equipment for the safety of the the City of Mount Vernon’s residents and its infrastructure. Coordinating the need for emergency contractors and equipment sooner, rather than later proves to be cost effective and reduces fees that are often incurred in emergency situations. In situations of eminent danger this can also reduce the risk of injury or further danger.

The existing contract has recently expired, and in accordance with the newly adopted procurement policy, we must release a new bid. To mitigate unforeseen costs that could prove to be a burden in emergency situations, the Department of Public Works recommends going out to bid to fully vet and find cost saving solutions for the City of Mount Vernon. Having the appropriate contractor and equipment on hand also eliminates having to find qualified equipment in emergency situations that can be deemed hazardous and costly to constituents.

The standard bid summary sheet shall be replaced by an Itemized Unit Cost Schedule (“Exhibit A”) existing in the specifications and therefore the requirement for a 5% bid deposit shall be waived and stricken from the specification due to a lack of a specified scope of work.

This bid will be funded by the following budget codes:

|                                   |   |
|-----------------------------------|---|
| <b>2024 Operating Budget Code</b> | <b>Outside services-A8120.405</b><br><b>Emergency Repairs-A8120.429</b> |
| <b>ARPA Budget Codes</b>          | <b>Sanitary H8120.203C933</b><br><b>Storm H8140.203C932</b>             |
| <b>\$5M Emergency (EFC)</b>       | <b>Sewer-H8120.203C-934</b><br><b>Storm-H8140.203 C-935</b>             |

Respectfully,

Damani L. Bush  
Commissioner of Public Works

DB/dg  
CC: Curtis Woods