



CITY OF ALLENTOWN

No. 69

**RESOLUTION**

**R - 2022**

*Introduced by the Administration on May 4, 2022*

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**Authorization for Contract with Maher Duessel in the amount of \$65,500.00 for 2022, \$68,100.00 for 2023, and \$70,800.00 for 2024; this was competitively bid and one (1) proposal was received.**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code requires City Council approval by Resolution for the award of contracts or engagement of professional services.

**WHEREAS**, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Maher Duessel
2. Project or Contract Reference: RFP No. 2022-11 CITY AUDIT
3. Description of Service(s): to obtain the services independent Certified Public Accountant, with licenses in Pennsylvania, to perform financial and compliance audits. The requested audit services will cover each of three (3) years ending December 31, 2022, 2023 and 2024.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 4<sup>th</sup> day of May, 2022, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

**SUBJECT:** Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: C02- RFP No. 2022-11 CITY AUDIT

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** City Clerk

**DATE:** April 20, 2022

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

X            The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

n/a

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Maier Duessel, 1800 Linglestown Road, Suite 306, Harrisburg, Pennsylvania

Contract Consideration: \$65,500.00 for 2022; \$68,100.00 for 2023; \$70,800.00 for 2024 for a total contractual sum of \$204,400.00, for the initial term of the contract

Funding Source: 000-01-0101-0001-46

- Description of project or scope of services to be provided:

On January 24, 2022, the City advertised a solicitation seeking to obtain the services independent Certified Public Accountant, with licenses in Pennsylvania, to perform financial and compliance audits. The requested audit services will cover each of three (3) years ending December 31, 2022, 2023 and

2024. The audit shall include an examination of the financial statements of all accounts and funds. The examination shall be made in accordance with generally accepted auditing standards, promulgated by the American Institute of Certified Public Accountants. On March 21, 2022, the City held a public opening which it received one (1) proposal. On March 30, 2022, The technical evaluation was held The Proposal was scored based on the RFP requirements, Proposer demonstrated understanding of the City's Requirements and Plans for meeting them (20 POINTS), Character, integrity, reputation, experience and efficiency of the Firm in auditing municipalities (30 POINTS), The professional qualifications and related experience of the persons assigned to the engagement (20 POINTS), Information submitted in the proposal as requested (10 POINTS), Information obtained from listed references (10 POINTS). The sole proposers, Maher Duessel scored 90 points in the technical evaluation. It was also noted that this vendor is a women owned business Cost proposal was opened on March 30, 2022 and the cost evaluation committee meeting occurred on April 5, 2022. The committee members discussed the Cost proposal (20 Points). After discussion the committee members scored the Proposals based on Cost (20 Points). The summary of the scores is below. The Committee made the recommendation to not proceed with Oral interviews/presentations as they felt confident in deciding with the information provided in the Technical and Cost Proposals. At this time the committee recommends award to the sole proposer, Maher Duessel.

- Contract Term:

The requested audit services will cover each of the three (3) years ending December 31, 2022, December 31, 2023 and December 31, 2024. The proceeding years' audits shall be due by June 30, 2023, June 30, 2024 and June 30, 2025.

- List any renewal term options and duration of each renewal, if any:

Upon written agreement, this contract may be extended for up to three (3) additional one (1) year audits beyond the contract expiration period.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

n/a

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

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By: City Clerk, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution