



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R - 2022**

***Introduced by the Administration on May 4, 2022***

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**Authorization for Engagement of Professional Services Faces International, LLC, in the amount of \$3,900.00 for the development marketing assets to support advertising on Juneteenth Allentown 2022. This is an informal quote and is below purchasing requirements, therefore only one (1) quote is necessary.**

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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: Faces International, LLC
2. Project or Contract Reference: 2022 Faces Marketing Contract for Juneteenth.
3. Description of Service(s): development marketing assets to support advertising on Juneteenth Allentown 2022.

**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.



**CITY OF ALLENTOWN**  
**Request for Approval and Recommendation of Award**

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

Project or Contract Reference: 2022 Faces Marketing Contract for Juneteenth

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

**FROM:** Vicky Kistler, Department Head

**DATE:** May 2, 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:

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.

X 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:

Faces International, LLC, 224 E. Howe Street, Allentown, PA, 18109

Contract Consideration: \$3,900.00

Funding Source: 000-09-0901-0004-46

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

On or about April 24, 2022, the City sought to obtain an informal quote(s) in order to Contract with a vendor that would provide the development marketing assets to support advertising for the City's 2022 Juneteenth celebration. The City reached out the Faces International and received a quote, which was under the purchasing requirements and therefore only one (1) quote was necessary.

- Contract Term:

The contract term shall commence upon issuance of the PO.

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

n/a

- 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: Vicky Kistler, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution