



CITY OF ALLENTOWN

No. 30429

RESOLUTION

R74 - 2022

Introduced by the Administration on May 4, 2022

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.

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 4th 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.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Natalie Santos	X	
Joshua Siegel	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30429 was adopted by the City Council of Allentown on the 4th day of May, 2022, and is on file in the City Clerk's Office.


City Clerk



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

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.

By: Vicky Kistler, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution