



CITY OF ALLENTOWN

No. 5

**RESOLUTION**

**R - 2023**

*Introduced by the Administration on January 4, 2023*

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**Authorizes Engagement of Professional Services with Allentown Economic Development Corporation in the amount of \$20,000.**

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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: Allentown Economic Development Corporation
2. Project or Contract Reference: City of Allentown Economic Development Loan Fund
3. Description of Service(s): Administration of the Allentown Economic Development Loan Fund which is inclusive but not limited to, underwriting servicing and loan closings.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 4<sup>th</sup> day of January, 2023, 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**

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

Project or Contract Reference: Administration of the Allentown Economic Development Loan Fund

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

**FROM:** Vicky Kistler, Department Head

**DATE:** December 23, 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
- Identify contract funding sources (general fund, grants, loans, etc. & account number):

General – 000-09-0901-0007-46 -\$20,000

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder is:

**Allentown Economic Development Corporation**, 905 Harrison Street, Allentown, PA 18103

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

Administration of the City of Allentown Economic Development Loan Fund which is inclusive but not limited to, underwriting servicing and loan closings.

- Contract Term:

1 year, retro-active to January 1, 2023

- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

\$20,000 for the initial contract term.

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

Upon mutual written agreement by both parties the contract term maybe extended for up to three (3) additional one (1) year terms.

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

Each renewal year shall be at a sum of \$20,000 which totals \$80,000.00 for the entirety of the contract.

- Reasons for recommendation of Administration and Council approval of contract:

Administration of the City of Allentown Economic Development Loan Fund which is inclusive but not limited to, underwriting servicing and loan closings.

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