



CITY OF ALLENTOWN

No. 32

RESOLUTION

R - 2023

Introduced by the Administration on February 1, 2023

Authorization for a contract with Ross Body & Framework, Inc. dba A-1 Towing Service to provide towing, storage and impounding services to the City of Allentown.

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: Ross Body and Frame Work, Inc. d/b/a A-1 Towing Service
2. Project or Contract Reference: 2022-47 Towing Services
3. Description of Service(s): Towing Services

NOW, THEREFORE, BE IT RESOLVED , on this the 1st day of February, 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 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: Bid No. 2022-47 – Towing Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Charles Roca, Department Head

DATE: January 23, 2023

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 was required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals. We recommend award of the contract to the bidder/proposer identified and for the reasons stated below.

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. This is contract is for insurance services and therefore will be at no cost.

- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

Ross Body & Frame Works, Inc. DBA: A-1 Towing Service, 1046 N Gilmore St, Allentown, PA 18109

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

N/A

- 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:

General Fund for City Vehicles: Budget of \$4,000.00 – Contractor tows City vehicles at one-half the rates established in the bid

Towing Services for the Year 2023: \$303,600.00
Towing Services for the Year 2024: \$318,780.00
Total Revenue for 2023-2024 Towing Services: \$622,380.00

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

On December 9, 2022, the City advertised a solicitation Towing Services, the intention of this Invitation to Bid is to secure vendors to provide towing, storage and impounding services to the City of Allentown, 24 hours a day, 365 days a year. The City shall at all times receive priority service. Work under this project shall include locked, fence-enclosed lighted compound area, preferably attended for security purposes. The Contract term shall commence upon full execution of said Contract and shall cease December 31, 2024, with an option to renew for one (1) additional year. Upon written notification, this contract can be extended for up to an additional three (3) months beyond the contract expiration period. On January 5, 2023, there was a public opening held, one (1) bid was received. Upon review of the bid it was determined that Ross Body & Frame Works was the only bid and therefore at this time the City is recommending award to Ross Body & Frame Works.

- Contract Term:

The Contract term shall commence upon full execution and shall cease December 31, 2024.

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

Option to renew for one (1) additional one (1) year term. Upon written notification, this contract can be extended for up to an additional three (3) months beyond the contract expiration period.

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

Option Year: Towing Services for the Year 2024: \$334,800.00

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: Charles Roca, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution