



CITY OF ALLENTOWN

No. 4

RESOLUTION

R - 2023

Introduced by the Administration on January 4, 2023

Authorizes Engagement of Professional Services with Allentown Economic Development Corporation in the amount of \$20,000 for the administration of Enterprise Zone Loan Fund inclusive but not limited to, underwriting and loan services, 1 year, retro-active to January 1, 2023.

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 Enterprise Zone Loan Fund
3. Description of Service(s): Administration of Enterprise Zone Loan Fund, for manufacturing companies in Allentown, which is inclusive but not limited to, underwriting servicing and loan closings.

NOW, THEREFORE, BE IT RESOLVED, on this the 4th 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 Enterprise Zone Loan Fund

TO: City Council, City Clerk, and Council Solicitor

FROM: Vicky Kistler, Department Head

DATE: December 23, 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
- 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 Enterprise Zone Loan Fund, for manufacturing companies in Allentown, which is inclusive but not limited to, underwriting servicing and loan.

- Contract Term:

1 year, retro-active to January 1, 2023



CITY OF ALLENTOWN
Request for Approval

- 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 Enterprise Zone 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.

By: Vicky Kistler, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution