



CITY OF ALLENTOWN

No. 78

RESOLUTION

R - 2022

Introduced by the Administration on May 18, 2022

Authorization for Contract with Mercury Associates, Inc. in the amount of \$64,930.00 to quantify the cost of insourcing the City's fleet maintenance operations versus the continuation of outsourcing the operations, and the appurtenant cost benefit of either option. This was competitively bid, two (2) proposals were received.

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: Mercury Associates, Inc.
2. Project or Contract Reference: RFP No. 2022-10-Fleet Consulting Services
3. Description of Service(s): The City seeks a Contractor to research and quantify the cost of insourcing the City's fleet maintenance operations versus the continuation of outsourcing the operations, and the appurtenant cost benefit of either option.

NOW, THEREFORE, BE IT RESOLVED , on this the 18th 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.

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

Project or Contract Reference: RFP No. 2022-10-Fleet Consulting Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Mark Shahda, Department Head

DATE: May 3, 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:

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

Matrix Consulting Group, 1650 S. Amphlett Blvd., Suite 213, San Mateo, CA 94402

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

Mercury Associates, Inc., 7361 Calhoun Place, Suite 640, Rockville, Maryland, 20855

Contract Consideration: \$64,930
Funding Source: 000-03-0704-0001-46

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

The City advertised the Solicitation on March 2, 2022, seeking to obtain a Contractor that can quantify the cost of insourcing the City's fleet maintenance operations versus the continuation of outsourcing the operations, and the appurtenant cost benefit of either option. On April 4, 2022, the public opening was held for which the City received two (2) proposals. The technical evaluation was held on April 8, 2022. All committee members were present. The Proposals were scored based on the RFP requirements,

Agency Ability to Meet RFP Requirements (25 Points), Firm's Experience (25 Points), Project Plan (25 Points). Mercury scored the highest. Cost proposals were opened on April 8, 2022. Proposals were distributed to all committee members via email for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on April 13, 2022, 1:00 PM. All committee members were present. The committee members discussed the cost proposals. The Finance Department contacted references from both companies, and everyone said they were satisfied and gave positive reviews. The committee mentioned we would save money by having a slightly cheaper contractor, but the prices seem to be around what was anticipated. Both firms were close in price, and the committee pointed out this is just for consultant work. After discussion the committee members scored the Proposals based on Cost (25 Points). Both Vendors scored the same. The Committee made the recommendation to proceed with Oral interviews/presentations as they did not feel confident in deciding with the information provided in the Technical and Cost Proposals. The oral interview meetings occurred through Teams on April 21, 2022. Matrix Consulting Group presented at 2:00 PM, and Mercury Associates presented at 2:30 PM. All committee members were present. The committee members discussed the oral interviews (15 Points) and scored them accordingly. The committee is recommending award to Mercury Associates.

- Contract Term:

The Contract term shall commence upon full execution and shall cease within one (1) year thereafter.

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

Upon written agreement, this contract may 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:

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: Mark Shahda, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution