

RECEIVED

MAY 10 2022

Posting Year:	Posting Date:	Posting #	Doc #
" Period:		Ref #	Initials:

FINANCE DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Casandra Magliane
BUREAU: Department of Finance	BUREAU: Finance Administration

TRANSFER DETAIL

Date of Request	10-May-22	Fund: General	Transfer Amount:	\$31,598.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0609-0001-78	\$31,598.00	300,000.00	\$290,150.50	258,552.50
Contingency				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-03-0707-0001-42	\$31,598.00	\$185,430.00	\$87,446.35	119,044.35
Repairs & Maintenance				-
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

The elevator in the Public Safety building is currently inoperable. To repair the issue, the door motor needs to be rebuilt and installed. The repair needs to be completed in a timely fashion to keep the building ADA compliant.

Reason Funds are Available for Transfer:

The Administration is allowing use of contingency funds for this emergency repair so that Building Maintenance does not have to forego any of the other repairs that are currently slated with their 2022 operating budget.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00		
XX	Amount is greater than \$5,000.00		
Department Head/Deputy Director:		Date:	5/11/2022
Director of Finance/Deputy Director:		Date:	5/11/2022
City Controller (if amount is greater than \$5,000):		Date:	5-11-22
Mayor/Managing Director (if amount is greater than \$5,000):		Date:	5-11-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

CITY COUNCIL

Name	[] Approved [] Disapproved	Date:
Cynthia Mota, President	[] Approved [] Disapproved	
Ed Zucal, Vice President	[] Approved [] Disapproved	
Candida Affa, Councilperson	[] Approved [] Disapproved	
Ce-Ce Gerlach, Councilperson	[] Approved [] Disapproved	
Daryl Hendricks, Councilperson	[] Approved [] Disapproved	
Natalie Santos, Councilperson	[] Approved [] Disapproved	
Joshua Siegel, Councilperson	[] Approved [] Disapproved	

Magliane, Casandra

From: Heiney, Gabrielle
Sent: Tuesday, May 10, 2022 2:53 PM
To: Magliane, Casandra
Cc: Berger, Theodore; Shahda, Mark
Subject: Waiver of Bids
Attachments: 2022_05_10_14_49_37.pdf

Hi Cassie,

Please see the attached Waiver of Bids for the elevator fix in Public Safety. We talked about doing a transfer from the contingency account into Building Maintenance to cover this cost of \$31,598.00. If you need anything else please let me know.

Thank you,
Gabrielle



Gabrielle M. Heiney
Public Works Operations Manager
Public Works | City of Allentown
641 S 10th Street
Allentown, PA, 18103
☎ +1 (610) 437-8729 x2583
📱 +1 (484) 661-9763
✉ Gabrielle.Heiney@allentownpa.gov



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City of Allentown Memorandum

COPY

TO: Purchasing Agent
FROM: Ted Berger
SUBJECT: Request for Waiver of Bids and/or Emergency Procurement

Date Requested/Date of Incident: 5/6/2022 Requisition No.: Estimated Amount: \$31,598.00

Department: Building Maintenance

Project Name: Public Safety Elevator Repair Product or Service Description: Door operator replacement

Account Number: 000-03-0707-0001-42 Is this a Grant Funded Project: No

Vendor: (Vendor No.) 00087419 (Vendor Name) Schindler Elevator Corporation
(Address) 330 Hedgewood Dr Ste 210 (Phone No.) 610-391-8895
(E-mail Address) (Fax No.)

(Check All That Apply)

- WAIVER OF BIDS:
Compatibility with Existing Systems (If necessary, attach IT approval)
Ability to Maintain Standard Inventory Items
Ability to Take Advantage of Pricing and Favorable Terms
Time Sensitive Situations that Do Not Constitute an Emergency as Life Threatening
Time Sensitive Projects which Could Result in Loss of State or Federal Aid
Other (Please Describe):

EMERGENCY PROCUREMENT:
Reason for Departure from Purchasing Procedure:

Other Supporting Comments/Documentation:

The only elevator in the Public Safety Building is inoperable. The unit has been repaired twice in one week. In order to permanently fix the problem, a new door operator needs to be installed. Not having a functioning elevator in that building is also an ADA violation.

Department Head (signature) Date: 5/6/22
IF OVER \$10,000:
Mayor (signature) Date: 5/9/22