



# CITY OF ALLENTOWN

No. \_\_\_\_\_

## RESOLUTION

R108 - 2025

*Introduced by the Administration on August 20, 2025*

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Authorization for Contract with The F.A. Bartlett Tree Expert Company in the amount of \$105,710.00 to perform street tree planting, tree removal, and replacement planting services within the public right-of-way along Ridge Ave and 2<sup>nd</sup> Street. One (1) Bid was received. Contract shall be for one (1) year with two (2) additional one (1) year renewals beyond the contract expiration period.

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### ***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) 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: The F.A. Bartlett Tree Expert Company
2. Project or Contract Reference: Bid 2025-28 Contractual Tree Work 2<sup>nd</sup> Street and Ridge Ave
3. Description of Service(s): To perform street tree planting, tree removal, and replacement planting services within the public right-of-way along Ridge Ave and 2<sup>nd</sup> Street.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 20<sup>th</sup> day of August, 2025, 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: Bid No. 2025-28 Contractual Tree Work 2<sup>nd</sup> Street and Ridge Ave.

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

**FROM:** Mandy Tolino, Department Head

**DATE:** August 7, 2025

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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:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

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.

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

The F.A. Bartlett Tree Expert Company, 4583 Shimerville Road, Emmaus, PA 18049  
Contract Consideration: \$105,710.00  
Funding Source: 001-08-2226-1124-50046

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

On June 12, 2025, the City advertised for sealed bids to obtain the services of a qualified contractor to perform street tree planting, tree removal, and replacement planting services within the public right-of-way along Ridge Ave and 2<sup>nd</sup> Street. On July 10, 2025, a public opening was held, for which one (1) bid was received. Upon review of the bid, it was decided to award to the sole bidder, The F.A. Bartlett Tree Expert Company.

- Contract Term:

The contract shall commence upon full execution and shall cease one (1) year thereafter.

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

The contract can be extended for up to an additional two (2) one-year terms beyond the 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.

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By: Mandy Tolino, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution