



# CITY OF ALLENTOWN

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

## RESOLUTION

R29 - 2025

*Introduced by the Administration on March 5, 2025*

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Authorization for Contract with ArtsQuest in the amount of \$180,495.00 for to lead a series of concerts program and market Union Terrace Amphitheater. One (1) proposal was received, contract shall be for two (2) years with three (3) 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: ArtsQuest
2. Project or Contract Reference: RFP No. 2025-06 Concert Series Coordination and Management
3. Description of Service(s): To lead a series of concerts program and market Union Terrace Amphitheater. The vendor will be expected to provide all required labor and materials, software, equipment, transportation and service needed to plan, organize, market, promote, and execute concerts and live music events to further the City's mission of promoting community engagement and supporting music and arts

**NOW, THEREFORE, BE IT RESOLVED** , on this the 5<sup>th</sup> day of March, 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: RFP No. 2025-06 Concert Series Coordination and Management

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

**FROM:** Mandy Tolino, Department Head

**DATE:** February 24, 2025

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for it's 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.

N/A

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

**ArtsQuest:** 25 West 3<sup>rd</sup> Street, Bethlehem, PA 18015

Contract Consideration: \$180,495.00

1<sup>st</sup> Year (4 concerts): \$80,220.00

2<sup>nd</sup> Year (5 concerts): \$100,275.00

Funding Source: 000-08-0709-0007-46

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

On January 13, 2025, the City advertised a solicitation to lead a series of concerts program and market Union Terrace Amphitheater. The vendor will be expected to provide all required labor and materials, software, equipment, transportation and service needed to plan, organize, market, promote, and execute concerts and live music events to further the City's mission of promoting community engagement and supporting music and arts. On February 3, 2025, there was a public opening for which one (1) proposal was received, which were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on February 10, 2025, all committee members were present. The proposal was scored on the following: IBE Preference (10 Points), Experience, Qualifications and Prior Performance (30 Points), Methodology (30 Points), and References (15 Points). The Cost proposal was opened on February 10, 2025, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on February 12, 2025, all committee members were present. The committee discussed the Cost Proposal (25 Points). The committee decided to not move forward with an Oral presentation. The committee is recommending award to ArtsQuest.

- Contract Term:

The Contract term shall commence upon full execution and shall cease two (2) years 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), one (1) year terms beyond the contract expiration period.

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

\$100,275.00 per renewal, with a contract total of \$481,320.00 if all renewals are utilized.

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