



CITY OF ALLENTOWN

No. 32

RESOLUTION

R - 2020

Introduced by the Administration on March 18, 2020

Authorization for Engagement of Professional Services with Herbert, Rowland & Grubic, Inc., (HRG) in the amount of \$5,000 to prepare a self-liquidating debt report to the PA Department of Community and Economic Development.

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 dated:

1. Name of Contractor/Consultant: Herbert, Rowland & Grubic, Inc.
2. Project or Contract Reference: Self-Liquidating Debt Report
3. Description of Service(s): The Vendor shall prepare a self-liquidating debt report to the PA Department of Community and Economic Development and the City's legal counsel.

NOW, THEREFORE, BE IT RESOLVED 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 and Recommendation of Award

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

Project or Contract Reference: Self-Liquidating Debt Report

TO: City Council, City Clerk, and Council Solicitor

FROM: Jessica Baraket, Department Head

DATE: March 10, 2020

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

Herbert, Rowland & Grubic, Inc., (HRG), 369 East Park Drive, Harrisburg, PA 17111

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

Contract Consideration: \$5,000.00

Funding Source: 001-03-1914-1640-46

Description of project or scope of services to be provided:

The Vendor shall prepare a self-liquidating debt report to the PA Department of Community and Economic Development and the City's legal counsel.

- Contract Term:

The term shall commence upon the issuance of a Purchase Order.

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

n/a

- 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: Jessica Baraket, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution