



CITY OF ALLENTOWN

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

**RESOLUTION**

**R215 - 2023**

*Introduced by the Administration on December 20, 2023*

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**Authorization for Contract with Harvey Z. Raad Real Estate in the rate of 3.0% of the sales price for the City to acquire a property if it is on the open market, 4.0% of the sales price for the City to acquire a property if it is NOT on the open market and 5.0% of the sales price for the City to sell a property, they are to assist the City in facilitating the acquisition and sale of residential and commercial properties.**

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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: Harvey Z. Raad Real Estate
2. Project or Contract Reference: RFQ No. 2023-34 Real-34 Real Estate Agent for the City of Allentown
3. Description of Service(s): To facilitate the acquisition and sale of residential and commercial properties.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 20<sup>th</sup> day of December, 2023, 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: RFQ No. 2023-34 Real Estate Agent for the City of Allentown

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

**FROM:** Bina Patel, Department Head

**DATE:** December 7, 2023

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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:

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 not** 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:

Harvey Z. Raad Real Estate: 1505 South 4<sup>th</sup> Street, Allentown, PA 18103

Contract Consideration: in the rate of 3.0% of the sales price for the City to acquire a property if it is on the open market, 4.0% of the sales price for the City to acquire a property if it is NOT on the open market and 5.0% of the sales price for the City sell a property. For any listings Harvey Z. Raad's office will be selling for the City, the commission shall be 5% which would be split with a buyers broker, if applicable.

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

On September 6, 2023, the City advertised a solicitation seeking qualifications and proposals from qualified licensed realtors with at least five (5) years' experience in buying and selling commercial and residential realty. This request for qualifications will allow the City to select one or more respondents based upon the submitted qualifications. On October 4, 2023, the public opening was held for which the City received two (2) proposals, however one (1) proposal had to be rejected.

The committee reviewed the one (1) proposal and is recommending award to Harvey Z. Raad Real Estate.

- Contract Term:

The time period of service for the successful real estate agent will begin upon the issuance of the Qualification Letter and shall cease 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 one (1) year 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.

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By: Bina Patel, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution