



CITY OF ALLENTOWN

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

**RESOLUTION**

**R17 - 2022**

***Introduced by the Administration on February 2, 2022***

---

**Authorization Contract with Interboro Packaging estimated awarded sum \$6,974.40; and Medzon Health, estimated awarded sum \$6,306.97 for various departments to purchase Personal Protection Equipment, budgeted at an estimated at \$50,000, two bids, city went with both providers.**

---

***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:

1. Name of Contractor/Consultant: Interboro Packaging and Medzon Health
2. Project or Contract Reference: Bid 2021-24-PPE Supplies
3. Description of Service(s): for which it was seeking to obtain bids from suppliers to furnish Personal Protection Equipment (PPE) supplies for the use by various City Departments

**NOW, THEREFORE, BE IT RESOLVED**, on this the 2<sup>nd</sup> day of February, 2022, 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: BID 2021-24- PPE Supplies

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

**FROM:** Seth O'Neill, Department Head

**DATE:** January 19, 2022

---

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:

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:

Interboro Packaging, 114 Bracken Road, Montgomery, NY 12549- estimated awarded sum **\$6,974.40**  
Medzon Health, 2099 S. State College Blvd., Suite 360, Anaheim, CA 92806- estimated awarded sum **\$6,306.97**

**Contract Consideration:** \$50,000 is the estimated annual budget. The funding source is going to be from various accounts, this Solicitation is for any and all departments that need to buy off of this contract throughout the year on an as needed basis.

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

The City held a public opening on November 29, 2021, for which it was seeking to obtain bids from suppliers to furnish Personal Protection Equipment (PPE) supplies for the use by various City Departments. Two (2) bids were received and at this time the City wishes to award to both bidders.

- Contract Term:

The prices shall be firm from January 1, 2022 through December 31, 2022.

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

Upon written notification, the term can be extended for up to three (3) additional months, beyond the contract term.

- 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: Seth O'Neill, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution