



# CITY OF ALLENTOWN

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

## RESOLUTION

R13 - 2024

*Introduced by the Administration on February 7, 2024*

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Authorization for Contract increase to the estimated yearly sum to be \$45,000 that was previously Bid and Awarded under City Policies, with Edwards Business Systems for maintenance services for the City printers. The Agreement and will automatically renew for consecutive periods of one year unless either party notifies the other of cancellation, in writing.

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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 increase the contractual sum of the previously awarded agreement with the following named contractor/consultant, for the use and purpose indicated in supporting the Recommendation of Award or Contract dated April 1, 2018:

1. Name of Contractor/Consultant: Edwards Business Systems
2. Project or Contract Reference: C22-000015/RFQ 2017-23 Copier Maintenance and Purchase Agreement
3. Description of Service(s) to be provided: Maintenance services for the City printers.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 7<sup>th</sup> day of February, 2024, 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 Approval by City Council of Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: C22-000015/RFQ 2017-23 Copier Maintenance and Purchase Agreement

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

**FROM:** Gerry Anthony, Department Head

**DATE:** January 26, 2024

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval of the contract consideration increase.

- This recommendation is for a contract consideration increase of 10% or more for an existing contractual sum. Said contract was previously bid and awarded under city policies.
- The contract appropriation or price increase is included in this year's budget
- List the name and address of the recommended Contractor/Vendor, include the following:

Edwards Business Systems

Contract Sum:	\$225,007.29
Requested Increase:	<u>\$ 45,000.00</u>
New Contract	\$270,007.29

Funding Source: The funds come from various 26 accounts because each bureau pays for its own printing services.

- Description of project or scope of services to be provided and why is an increase needed:

At this time, the department is requesting to increase the contract yearly estimated sum to \$45,000.00. The charges associated with the maintenance agreement are based on usage. Previously we have done a minimum yearly increase of 10% of the previous year and submitted that before council each year.

- List the current Contract Term and if an increase is needed:

The current contract original term expired on March 31, 2021.

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

The Agreement and will automatically renew for consecutive periods of one year unless either party notifies the other of cancellation, in writing.

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

Estimated \$45,000.00 each year with no definite total due to this contract auto renewing with no set end date at this time. 10% increase shall be applied for each renewal year.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved.

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By: Gerry Anthony, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution