



CITY OF ALLENTOWN

No. 29599

**RESOLUTION**

**R16 - 2018**

*Introduced by the Administration on February 20, 2018*

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**Authorization for Engagement of Professional Services with Community Bike Works in the amount of \$3,000 for the certified instruction of biking safety skills for youth cyclists.**

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***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/engage the services of the following named contractor/consultant, for the use and purpose indicated in supporting the Recommendation of Award of Bid or Contract dated January 19, 2018:

1. Name of Contractor/Consultant: Community Bike Works
2. Project or Contract Reference: Bicycle Education
3. Description of Service(s) to be provided: Community Bike works will provide bicycle education including: bike safety and repair, trail rides and mountain bike rides.

**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.

	Yea	Nay
Candida Affa	X	
Julio A. Guridy	X	
Daryl Hendricks	X	
Cynthia Mota		
Courtney Robinson	X	
Ed Zucal	X	
Roger MacLean, Pres.	X	
TOTAL	6	0

***THIS IS TO CERTIFY, That the above copy of Resolution No. 29599 was adopted by the City Council of Allentown on the 20<sup>th</sup> day of February, 2018, and is on file in the City Clerk's Office.***

  
 City Clerk



**CITY OF ALLENTOWN**  
**Request for Approval**

**SUBJECT:** Request for Approval by City Council of Contract Award, Service, or Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Bicycle Education

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

**FROM:** Leonard Lightner, Department Head

**DATE:** January 19, 2018

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On behalf of the Administration, pursuant to City Ordinances, Article 130.16, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- 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. We recommend award of the contract to the bidder/proposer identified and for the reasons stated below.

The recommendation is for a price increase of 10% or more for an existing contract over \$40,000 that was previously bid and awarded under city policies.

- 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. We recommend award of the engagement.

- Is the contract appropriation or price increase included in this year's budget? x yes      no
- Identify contract funding sources (general fund, grants, loans, etc. & account number):

Safe and Healthy Communities Grant via the Pennsylvania Department of Health  
General Funds- 000-09-0908-0003-46

- The number of any alternate quotes/bids and the names of the alternate bidders, if any.

None

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder is:

Community Bike Works, 235 N. Madison St. Allentown, PA 18102

- Term of contract or estimated completion date, subject to standard extensions:

January 1, 2018 – June 30, 2018

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

1. Bike Safety and Repair - Students will work with staff to prepare a fleet of bicycles for student use.
2. Trail Rides – Students will ride with staff and volunteers on various trails in Allentown and the Lehigh Valley with a focus on riding skills, bicycle safety and exposure to various types of riding.
3. Mountain Bike Rides – students will build and maintain a mountain bike trail; then they will learn how to ride mountain bikes.

- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

<u>Bicycle Safety and Repair</u> - Spring 2018 - 3 staff will teach students for 24 hours each = \$1,000	<u>Trail Rides</u> - April 1 – June 30, 2018 - 3 staff will ride with students for 24 hours each = \$1,000
<u>Mountain Bike Rides</u> – March – June, 2 staff will teach students to ride mountain bikes for 36 hours each =	\$1,000
<b>Total Contract Sum</b>	<b>\$3,000.00</b>

- Number of 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

- Reasons for recommendation of Administration and Council approval of contract:

To increase the safety and skills of student cyclists through formal, certified instruction with an additional benefit of increased physical activity and fitness.

- Time Frame

ASAP

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

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By: Leonard Lightner, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

