



# CITY OF ALLENTOWN

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

## RESOLUTION

R14 - 2024

*Introduced by the Administration on February 7, 2024*

---

Authorization for a contract increase in the amount of \$30,000; an increase from \$10,000.00 per year to \$40,000.00 per year, for a contract previously bid and awarded to Ross Body and Frame Work, Inc. (d/b/a A-1 Towing) to provide towing services for City Fleet vehicles to the City of Allentown. This is due to bringing the garage in house and not knowing exactly how much we would spend on towing of City fleet vehicles. The City has 620 vehicles and equipment and continues to grow. The contract will expire March 13, 2024. It has been requested to utilize the first of four (4) renewal terms and extend the contract to March 13, 2025. Upon written notification, this contract can be extended for an additional four (4) one (1) year terms beyond the contract expiration period.

---

### ***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 March 14, 2023:

1. Name of Contractor/Consultant: Ross Body & Frame Works, Inc. (d/b/a A-1 Towing)
2. Project or Contract Reference: C55-000002/Bid 2022-50 Garage Towing Services
3. Description of Service(s) to be provided: Provide towing services for City Fleet vehicles to the City of Allentown. The City of Allentown currently operates a fleet of 620 vehicles and equipment and continues to grow. The fleet consists of sedans, trucks, street sweepers, fire trucks, heavy construction equipment, tractors, police cruisers, aerial lifts, scooters, turf mowers, sewer trucks, motorcycles, snow removal equipment, etc.

**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: C55-000002 Garage Towing Services

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

**FROM:** Mark Shahda, Department Head

**DATE:** January 26, 2024

---

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:

Ross Body & Frame Works, Inc. (d/b/a A-1 Towing)

Contract Consideration: \$40,000.00 (yearly estimated sum)

Funding Source: 000-03-0704-0001-46

- 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 from \$10,000.00 to \$40,000.00. This is due to bringing the garage in house and not knowing exactly how much we would spend on towing of City fleet vehicles. The City had 620 vehicles and equipment and continues to grow its fleet.

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

The contract shall expire March 13, 2024. It has been requested to utilize the first of four (4) renewal terms and extend the contract to March 13, 2025.

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

Upon written notification, this contract can be extended for an additional four (4) one (1) year terms beyond the contract expiration period.

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

Estimated \$179,582.50 if all renewals are utilized.

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

---

By: Mark Shahda, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution