



CITY OF ALLENTOWN

No. _____

RESOLUTION

R37 - 2026

Introduced by the Administration on March 18, 2026

Authorization for Contract with Belfor USA Group, Inc. (d/b/a Belfor Property Restoration) in the estimated yearly sum of \$25,000.00 to perform standard boarding up services for commercial and residential properties. One (1) bid was received, contract shall be for three (3) years with two (2) additional one (1) year renewals 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 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: Belfor USA Group, Inc. (d/b/a Belfor Property Restoration)
2. Project or Contract Reference: Bid No. 2026-37 Standard Boarding up of Commercial and Residential Properties
3. Description of Service(s): Contractor to perform standard boarding up services for commercial and residential properties for the City of Allentown.

NOW, THEREFORE, BE IT RESOLVED, on this the 18th day of March, 2026, 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: Bid No. 2026-37 Standard Boarding up of Commercial and Residential Properties

TO: City Council, City Clerk, and Council Solicitor

FROM: Vicky Kistler, Department Head

DATE: March 6, 2026

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for it's approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

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** 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:

Belfor USA Group, Inc. (d/b/a Belfor Property Restoration): 185 Oakland Avenue, Suite 150, Birmingham, MI 48009

Contract Consideration: Estimated yearly sum of \$25,000.00

Funding Source: 115-09-0903-0042-50046

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

On January 29, 2026, the City advertised for sealed bids to secure a Contractor to perform standard boarding up services for commercial and residential properties for the City of Allentown. On February 26, 2026, a public opening was held, for which one (1) bid was received. Upon review of the bid, it was determined to award to Belfor USA Group, Inc. (d/b/a Belfor Property Restoration).

- Contract Term:

The Contract term shall commence upon full execution and shall cease three (3) years thereafter.

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

Upon written agreement from the City, this contract can be extended for two (2) additional one (1) year terms beyond the contract expiration period at the same annual terms of the initial term.

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

\$25,000.00 per contract year, totaling \$125,000.00 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 and awarded.

By: Vicky Kistler, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution