



CITY OF ALLENTOWN

No. 23

**RESOLUTION**

**R - 2018**

*Introduced by the Administration on February 20, 2018*

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**Authorization For Engagement of Professional Services with Net Transcripts in the amount of \$1,000.00 for Net Transcripts providing confidential transcription services for Criminal and Administrative Investigations, as requested by the Solicitor's Office, City Attorneys, etc.**

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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 16, 2018:

1. Name of Contractor/Consultant: Net Transcripts
2. Project or Contract Reference: Net Transcripts
3. Description of Service(s) to be provided: Net Transcripts provides confidential transcription services for Criminal and Administrative Investigations, as requested by the Solicitor's Office, City Attorneys, etc.

**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.



**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: Net Transcripts

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

**FROM:** Glen Dorney, Department Head

**DATE:** January 16, 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):

General Funds – 000-04-0802-0001-46

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

Net Transcripts

3707 N 7<sup>th</sup> Street, Suite 320  
Phoenix, AZ 85014-5059

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

January 1, 2018 to December 31, 2018

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

Net Transcripts provides confidential transcription services for Criminal and Administrative Investigations, as requested by the Solicitor's Office, City Attorneys, etc.

- 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:

\$ 1,000.00

- 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:

Confidential transcription services for criminal and administrative investigations.

- 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: Glen Dorney, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution