



CITY OF ALLENTOWN

No. _____

RESOLUTION

R168 - 2025

Introduced by the Administration on November 19, 2025

Authorization for Contract with Anchor Moving & Storage and SSMT PHL, LLC (d/b/a Suburban Solutions) in the estimated sum of \$50,000.00 per contract year for qualified vendors to be included on a Master List for Moving & Disposal of furniture, equipment, files and other related materials for use on an as-needed basis. Two (2) bids were received, contract shall be for three (3) years with one (1) additional three (3) year renewal 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: Anchor Moving & Storage and SSMT PHL, LLC (d/b/a Suburban Solutions)
2. Project or Contract Reference: 2025-48 Moving & Disposal Services
3. Description of Service(s): Moving & Disposal of furniture, equipment, files and other related materials for use on an as-needed basis.

NOW, THEREFORE, BE IT RESOLVED , on this the 19th day of November, 2025, 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. 2025-48 Moving & Disposal Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Charles Roca, Department Head

DATE: November 7, 2025

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

- Check Type of Contract or Change:

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

X 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.

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:

Anchor Moving & Storage: 1511 Prospect Ridge Blvd., Haddon Heights, NJ 08035

SSMT PHL, LLC (d/b/a Suburban Solutions): 2109 Bellemead Ave., Havertown, PA 19803

Contract Consideration: Estimated yearly sum of \$50,000.00 per contract year

Funding Source: 000-04-0802-0021-50046

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

On October 7, 2025, the City advertised for sealed bids to retain one or more qualified vendors to be included on a Master List for Moving & Disposal of furniture, equipment, files and other related materials for use on an as-needed basis. On November 4, 2025, a public opening was held, for which two (2) bids were received. Upon review of the bid, it was determined to award to both vendors: Anchor Moving & Storage and SSMT PHL, LLC (d/b/a Suburban Solutions).

- 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 notification from the City, this contract can be extended for one (1) additional three (3) year term 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:

Estimated yearly sum of \$50,000.00 per contract year, totaling \$300,000.00, 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: Charles Roca, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution