



CITY OF ALLENTOWN

No. 170

RESOLUTION

R - 2021

Introduced by the Administration on October 20, 2021

Authorization for Engagement of Professional Services with Iconic Windows, Inc. in the amount of \$4,945.00 to seek the services of a historic window restoration professional to provide professional services in developing and leading a two (2) day, hands-on historic wood window restoration workshop in coordination with the City of Allentown staff.

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 with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Iconic Windows, Inc.
2. Project or Contract Reference: Quote 2021-017- Two Day Window Restoration Workshop
3. Description of Service(s): The City seeks the services of a historic window restoration professional to provide professional services in developing and leading a two (2) day, hands-on historic wood window restoration workshop in coordination with the City of Allentown staff.

NOW, THEREFORE, BE IT RESOLVED, on this the 20th day of October, 2021, 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 and Recommendation of Award

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Quote 2021-017- Two Day Window Restoration Workshop

TO: City Council, City Clerk, and Council Solicitor

FROM: Leonard Lightner, Department Head

DATE: September 30, 2021

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:

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:

Iconic Windows, Inc. 372 Kingwood Road, King of Prussia, PA 19406

Contract Consideration: \$4,945.00

Funding Source: 000-09-0902-0004-46

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

This quote was advertised on August 16, 2021, in order to obtain the services of a historic window restoration professional to provide professional services in developing and leading a two (2) day, hands-on historic wood window restoration workshop in coordination with the City of Allentown staff. Submissions were to be submitted to the Purchasing office on September 8, 2021. Only one (1) quote was received and upon review of the proposal it was decided to award to Iconic Windows, Inc.

- Contract Term:

The Contractor shall have a three (3) month period, commencing on or around October 6, 2021, and shall cease on December 31, 2021, in order to schedule the two (2) day workshop.

In lieu of a formal contract the Purchase Order and the quote shall be the binding authority.

- List any 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

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: Leonard Lightner, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution