



CITY OF ALLENTOWN

No. _____

RESOLUTION

R181 - 2025

Introduced by the Administration on December 3, 2025

Authorization for Contract with The F.A. Bartlett Tree Expert Company in the amount of \$61,850.00 to obtain the services of a qualified contractor to perform street tree planting, tree removal, and replacement planting services within the public right-of-way in the Franklin Park area in Allentown, PA. Contractor is responsible for all PA1 calls before digging. Tree species for planting should be either Princeton Sentry Gingko or Common Hackberry, from 2-1/2 to 3 in. caliper. All work must be completed in accordance with the Shade Tree Ordinance. One (1) bid was received. The contract shall commence upon full execution and shall cease one (1) year thereafter. This contract can be extended for two (2) additional 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 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: The F.A. Bartlett Tree Expert Company
2. Project or Contract Reference: Bid No. 2025-51 Contractual Tree Work Franklin Park
3. Description of Service(s): To obtain the services of a qualified contractor to perform street tree planting, tree removal, and replacement planting services within the public right-of-way in the Franklin Park area in Allentown, PA. Contractor is responsible for all PA1 calls before digging. Tree species for planting should be either Princeton Sentry Gingko or Common Hackberry, from 2-1/2 to 3 in. caliper. All work must be completed in accordance with the Shade Tree Ordinance.

NOW, THEREFORE, BE IT RESOLVED, on this the 3rd day of December, 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. 2025-51 Contractual Tree Work Franklin Park

TO: City Council, City Clerk, and Council Solicitor

FROM: Mandy Tolino, Department Head

DATE: November 25, 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:

The F.A. Bartlett Tree Expert Company, 4583 Shimerville Road. Emmaus, PA 18049

Contract Consideration: \$61,850.00

Funding Source: 001-08-2226-1124-50046

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

On October 15, 2025, the City advertised for sealed bids to secure a Contractor to perform street tree planting, tree removal, and replacement planting services within the public right-of-way in the Franklin Park area in Allentown, PA. Contractor is responsible for all PA1 calls before digging. Tree species for planting should be either Princeton Sentry Gingko or Common Hackberry, from

2-1/2 to 3 in. caliper. All work must be completed in accordance with the Shade Tree Ordinance. On November 11, 2025, a public opening was held, for which one (1) bid was received. Upon review of the bid, it was determined to award to The F.A. Bartlett Tree Expert Company.

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

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

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:

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: Mandy Tolino, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: Proposed Resolution