



CITY OF ALLENTOWN

No. 96

RESOLUTION

R - 2021

Introduced by the Administration on July 21, 2021

Authorization for Contract with Overhead Door Company of Allentown in the amount of \$49,005.00, per contract year, not to exceed the estimated budgeted sum of \$50,000.00 per contract year to hire a contractor to establish a time and materials contract for on-call, on-site Overhead Door replacement, repair, inspection and maintenance, at various City owned and/or operated facilities. The resulting agreement shall include all labor, equipment, licensing, materials, tools, travel and all other items necessary to complete orders on an "as needed" basis. Services will include but not limited to emergency repairs, preventative maintenance, general repairs, and repairs to springs and tracks, as well as door replacements when necessary.

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: Overhead Door Company of Allentown
2. Project or Contract Reference: Bid 2021-16- OVERHEAD DOORS REPLACEMENT, REPAIR AND MAINTENANCE
3. Description of Service(s): it seeks to hire a contractor to establish a time and materials contract for on-call, on-site Overhead Door replacement, repair, inspection and maintenance, at various City owned and/or operated facilities. The resulting agreement shall include all labor, equipment, licensing, materials, tools, travel and all other items necessary to complete orders on an "as needed" basis. Services will include but not limited to emergency repairs, preventative maintenance, general repairs, and repairs to springs and tracks, as well as door replacements when necessary.

NOW, THEREFORE, BE IT RESOLVE , on this the 21st day of July, 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: Bid 2021-16- OVERHEAD DOORS REPLACEMENT, REPAIR AND MAINTENANCE

TO: City Council, City Clerk, and Council Solicitor

FROM: Craig Messinger, Department Head

DATE: July 12, 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:

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.

A.B.E. Doors and Windows- 6776 Hamilton Blvd, Allentown, PA, 18106 - \$56,025.00

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Overhead Door Company of Allentown, 4498 Commerce Drive, Whitehall, PA, 18052

Contract Consideration: \$49,005.00, per contract year, pursuant to the sums as set forth in Proposal Page, the estimated budgeted sum of \$50,000.00 per contract year.

Funding Source: 000-03-0707-0001-46

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

On June 18, 2021, the City advertised a solicitation in which it seeks to hire a contractor to establish a time and materials contract for on-call, on-site Overhead Door replacement, repair, inspection and maintenance, at various City owned and/or operated facilities. The resulting agreement shall include all labor, equipment, licensing, materials, tools, travel and all other items necessary to complete orders on an "as needed" basis. Services will include but not limited to emergency repairs, preventative maintenance, general repairs, and repairs to springs and tracks, as well as door replacements when necessary. On July 12, 2021, the City held a public opening, for which it received two (2) bids. All bids were reviewed, and the lowest bidder was Overhead Door Company of Allentown. At this time, we are recommending award go to Overhead Door Company of Allentown and seeks the approval of said award by City Council.

- Contract Term:

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

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

Upon written notification, this contract can be extended for up to an additional three (3) one (1) year terms beyond the contract expiration period as negotiated and agreed upon, each year, between the City and the Contractor.

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

The BID does have a price escalation clause, which states that if requested in writing ninety (90) days prior to the end of the first contract term, or any subsequent renewal terms, the City may consider pricing increases, if the following conditions exist:

1. There is a verifiable price increase to the Contractor;
2. The Contractor submits, in writing, notification of the price increase;
3. The price increase shall be comparable to documented manufacturers' or distributors prices' price changes or industry related indices;
4. Price increases due to seasonal and/or unforeseen market conditions; and
5. The Contractor shall submit the above information to the Purchasing Department no less than ninety (90) days prior to the effective date of the requested price increase.

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: Craig Messinger, Department Head

Copies To: Mayor

Director of Finance
Purchasing
Controller

Attachment: proposed resolution