



CITY OF ALLENTOWN

No. _____

RESOLUTION

R154 - 2025

Introduced by the Administration on November 5, 2025

Authorization for a Receivables Contract with Ross Body & Frame Works Inc (d/b/a A-1 Towing), with a revenue generating total of \$1,085,100.00 for year 2026, 2027, and 2028, and a the estimated expense amount of \$4,000.00 per year for the contractor to tow City vehicles at one-half the rates established in the bid. This contract is to hire a highly qualified company to provide towing, storage and impounding services to the City of Allentown, 24 hours a day, 365 days a year. The City shall at all times receive priority service. Work under this project shall include locked, fence-enclosed lighted compound area, preferably attended for security purposes. This project was competitively bid, one (1) response was received. The contract shall commence on January 1, 2026, and shall be for three (3) years with two (2) additional one (1) year renewals 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: Ross Body & Frame Works Inc (d/b/a A-1 Towing)
2. Project or Contract Reference: 2025-47 Towing Services Rebid
3. Description of Service(s): Towing Services

NOW, THEREFORE, BE IT RESOLVED, on this the 5th 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. 2025-47 – Towing Services Rebid

TO: City Council, City Clerk, and Council Solicitor

FROM: Charles Roca, Department Head

DATE: October 24, 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 was 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 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:

Ross Body & Frame Works Inc (d/b/a A-1 Towing): 1046 N. Gilmore Street, Allentown, PA 18109

Contract Consideration: \$4,000.00 – Contractor tows City vehicles at one-half the rates established in the bid

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

Towing Services for the Year 2026: \$360,900.00

Towing Services for the Year 2027: \$361,800.00

Towing Services for the Year 2028: \$362,400.00

Total Revenue for 2026-2028 Towing Services: \$1,085,100.00

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

On September 22, 2025, the City advertised for sealed bids from qualified vendors to provide towing and storage services for vehicles damaged in accidents, abandoned, nuisance, and/or impounded vehicles, or snow emergency towing within the City. On October 20, 2025, a public opening was held, for which one (1) bid was received. Upon review of the bid, it was determined to award to Ross Body & Frame Works Inc.

- Contract Term:

The Contract term shall commence on January 1, 2026, and shall cease on December 31, 2028.

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

Upon written notification from the City, this contract can be extended for up to an additional two (2) one (1) year renewals 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:

Optional – Towing Services for the Year 2029: \$362,400.00

Optional – Towing Services for the Year 2030: \$362,400.00

Totaling – \$1,809,900.00 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