



# CITY OF ALLENTOWN

No. \_\_\_\_\_

## RESOLUTION

R71 - 2023

*Introduced by the Administration on April 19, 2023*

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Authorization for Contract with STRATEGIC SOLUTIONS LLC for \$159.00 per hour to provide a Human Resource Consultant assist the Human Resource Department roughly 3 days a week as a result of insufficient capacity in the Dept. This Agreement shall commence upon the approval and shall expire upon completion of the Services, unless terminated earlier by either party pursuant Section 7 of this Agreement.

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### ***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: Strategic Solutions LLC
2. Project or Contract Reference: Human Resource Consultant /Waiver Form
3. Description of Service(s): To provide a Human Resource Consultant to assist the Human Resource department roughly three (3) days a week, due to short staffing and lack of knowledge to run the Human Resources.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 19<sup>th</sup> day of April, 2023, 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: Human Resource Consultant /Waiver Form

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Mayor Tuerk, Department Head

**DATE:** April 10, 2023

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for it's 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:

Strategic Solutions LLC: 524 Sandrae Drive, Pittsburg, PA 15243

Contract Consideration: \$159.00 per hour

Funding Source: 000-06-0603-0001-46

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

The City conducted an informal quote in which the scope of services includes a Human Resource Consultant, which will assist the Human Resource department roughly three (3) days a week, due to short staffing and lack of knowledge to run Human Resources. Only one (1) quote was received due to a Waiver form being completed, as this is a time sensitive situation. It has been recommended to award to Strategic Solutions, LLC.

- Contract Term:

This Agreement shall commence upon the date the last party executed this Agreement (the "Effective Date") and shall expire upon completion of the Services, unless terminated earlier by either party pursuant Section 7 of this Agreement.

- 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.

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By: Mayor Tuerk, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution