



CITY OF ALLENTOWN
Request for Approval

SUBJECT: Request for Approval by City Council of Contract Award, Service, or Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Adventure Allentown Design

TO: City Council, City Clerk, and Council Solicitor

FROM: Lindsay L. Taylor, Department Head

DATE: 07/27/2016

On behalf of the Administration, pursuant to City Ordinances, Article 130.16, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- 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. We recommend award of the contract to the bidder/proposer identified and for the reasons stated below.

The recommendation is for a price increase of 10% or more for an existing contract over \$40,000 that was previously bid and awarded under city policies.

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. We recommend award of the engagement.

- Is the contract appropriation or price increase included in this year's budget? X yes
no

- Identify contract funding sources (general fund, grants, loans, etc. & account number):

General Funds: 000-08-0905-0002-46

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder is:

The LPI Group, 10056 Mt. Zion Rd., Glen Rock, PA 17327

- Term of contract or estimated completion date, subject to standard extensions:

August 26 - September 16, 2016

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

Design of six (6) issues of Adventure Allentown

- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

2016/2017 Fall/Winter Edition	\$	650.00
2017 Spring/Summer Edition	\$	500.00
2018 Spring/Summer Edition	\$	500.00
2018/2019 Fall/Winter Edition	\$	500.00
2019 Spring/Summer Edition	\$	500.00
Total Cost for Six (6) Editions	\$	3,150.00

Alternate Options:

Spanish Mini 4-Page Edition	\$	350.00
Spanish Mini 8-Page Edition	\$	350.00

- Number of 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

- Reasons for recommendation of Administration and Council approval of contract:

Provide citizens with a master schedule of events, advertise services provided by the Department of Park and Recreation, including permits, pavilion rentals, field requests, band trailer reservations, shade trees; Marketing and advertising City sponsored programs, A-Youth, park information, golf course, outdoor opportunities, library and senior center events, arts and music, neighborhood groups, capital project updates and provide a directory of leisure opportunities for City-wide non-profit organizations.

- Time Frame

ASAP

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

By: Lindsay L. Taylor, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution