



CITY OF ALLENTOWN

No. 161

RESOLUTION

R - 2016

Introduced by the Administration on October 5, 2016

Authorization for Engagement of Professional Services with Moe Pagni's Outten Used Car Center at an estimated amount of \$1,500 for services to purchase used vehicles at auction

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/engage the services of the following named contractor/consultant, for the use and purpose indicated in supporting the Recommendation of Award of Bid or Contract dated 09/28/2016:

1. Name of Contractor/Consultant: Moe Pagni's Outten Used Car Center
2. Project or Contract Reference: Dealer Services
3. Description of Service(s) to be provided: Dealer services required for the purchase of used vehicles at auction.

NOW, THEREFORE, BE IT RESOLVED 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

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: Dealer Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Craig Messinger, Department Head

DATE: 09/28/2016

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):

Equipment Fund: 083-02-8003-0001-72

- The number of any alternate quotes/bids and the names of the alternate bidders, if any.

One (1) no bid response received from Manderbach Ford.

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

Moe Pagni's Outten Used Car Center, 1902 S. 4th Street, Allentown, PA 18103



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

Auction will take place in October 2016.

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

Dealer services required for the purchase of used vehicles at auction.

- 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:
 - \$500 over the purchase price of the vehicle
 - \$114 Documentary fee per vehicle
 - Auction buyers fee cost per vehicle (could range from \$300-\$400 depending on price of vehicle)
 - Auction Post Sale Inspection Cost per vehicle (can range between \$150-@200 pending vehicle price or Deal Shield (which cost \$175 per vehicle)
 - Cost of transporting the vehicles from the auction back to Moe Pagni's Outten Used Car Center (if trailer needed)

The City estimates that the costs for the licensed dealer's services should be approximately \$1,000 to \$1,500.

- 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:

In order to participate in a vehicle auction, you must be a licensed dealer. Moe Pagni of Outten Used Car Center, a licensed dealer, has provided pricing to bid on used vehicles pre-approved by the City during the vehicle auction.

- 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.



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Request for Approval

By: Craig Messinger, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution