



CITY OF ALLENTOWN

No. 19

RESOLUTION

R - 2017

Introduced by the Administration on February 1, 2017

Authorization for Contract with Community Action Committee of the Lehigh Valley in the amount of \$140,624.00 to offer a housing rehabilitation program to income-eligible property owners or property owners with income-eligible tenants within the Upside Allentown geographic boundaries (see Attached A for the Upside Allentown map). The program goal is to improve the quality of housing within the Upside Allentown area.

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 January 18, 2017:

1. Name of Contractor/Consultant: Community Action Committee of the Lehigh Valley
2. Project or Contract Reference: RFP No. 2016-35
3. Description of Service(s) to be provided: The City of Allentown is seeking proposals from firms with expertise in customer service, application in-take and community outreach; it is preferred that this expertise is also in the area of housing rehabilitation.

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: RFP No. 2016-35- Housing Rehabilitaiton In-Take and Community Outreach Program Services

TO: City Council, City Clerk, and Council Solicitor

FROM: _____, Department Head

DATE: January 18, 2017

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:

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. 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.

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 Fund – 000-09-0902-0001-46

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

Tottie Development, P.O. Box 21, Villanova, Pennsylvania, 19085.
CGP&H, 101 Interchange Plaza, Suite 301, Cranbury, New Jersey, 08512

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

Community Action Committee of the Lehigh Valley (CACLV), Ellen Lamar, 1337 East Fifth Street, Bethlehem, Pennsylvania, 18015

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

Upon full execution, the contract will be effective for an eighteen (18) month term.

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

The City of Allentown is seeking proposals from firms with expertise in customer service, application in-take and community outreach; it is preferred that this expertise is also in the area of housing rehabilitation.

- 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:

\$140,624.00

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

Upon mutual agreement, and based on an evaluation of the program and available funding, the contract may be renewed in writing for two (2) additional one (1) year terms.

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

Not Available – Any renewal amounts would be based on funding available at the time.

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

The City of Allentown, through the professional services of a qualified firm(s), plans to offer a housing rehabilitation program to income-eligible property owners or property owners with income-eligible tenants within the Upside Allentown geographic boundaries (see Attached A for the Upside Allentown map). The program goal is to improve the quality of housing within the Upside Allentown area.

- 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: _____, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution