



CITY OF ALLENTOWN

No. 38

RESOLUTION

R - 2017

Introduced by the Administration on February 15, 2017

Authorization for Engagement of Professional Services with Veritext Mid Atlantic in the budgeted annual amount of \$7,630 to provide the City with a stenographer and transcripts for Zoning Hearing Board Meetings.

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 February 6, 2017:

1. Name of Contractor/Consultant: Veritext Mid Atlantic
2. Project or Contract Reference: Stenographer for Zoning Hearing Board Meetings
3. Description of Service(s) to be provided: Provide the City with a stenographer and transcripts for Zoning Hearing Board Meetings

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: Stenographer for Zoning Hearing Board Meetings

TO: City Council, City Clerk, and Council Solicitor

FROM: Leonard Lightner, Department Head

DATE: February 6, 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:

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 Fund: 000-09-0902-0003-50

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

The City requested an alternate quote from _____; however, this vendor was unable to take on additional jobs at this time.

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

Veritext Mid Atlantic

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

Through 12/31/2017

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

Court reporting and transcription services

- 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:

\$7,630.00 budgeted, \$140 first hour for covering zoning hearing board meeting, \$100 every hour thereafter, \$5.25 per page for original transcription, plus 2 copies.

- 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:

Services are needed to provide the City with a stenographer and transcripts for Zoning Hearing Board Meetings.

- 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: Leonard Lightner, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution