



CITY OF ALLENTOWN

No. 115

RESOLUTION

R - 2017

Introduced by the Administration on June 6, 2017

Authorization for Contract with BSI Corporate Benefits to hire a firm to provide a full suite of consulting services pertinent to the administration of the City's employee benefit plans

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 April 26, 2017:

1. Name of Contractor/Consultant: BSI Corporate Benefits
2. Project or Contract Reference: RFP No. 2016-46
3. Description of Service(s) to be provided: The purpose is to hire a firm to provide a full suite of consulting services pertinent to the administration of the City's employee benefit plans.

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. 2016-46 - Employee Benefits Broker

TO: City Council, City Clerk, and Council Solicitor

FROM: John Marchetto, Department Head

DATE: April 26, 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):
n/a
- The number of any alternate quotes/bids and the names of the alternate bidders, if any.

Engle-Hambright & Davies, Inc., 1857 William Penn Way, Lancaster, PA 17605

BB&T, 645 Hamilton Street, Allentown, PA 18101

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

BSI Corporate Benefits, 79 W. Market Street, Bethlehem, PA 18018

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

The contract shall be effective for one (1) year from the date of execution.

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

To hire a firm to provide a full suite of consulting services pertinent to the administration of the City's employee benefit plans.

- 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:

This is contract is for insurance services and therefore will be at no cost.

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

The City shall review the services provided by the consultant on an annual basis. Upon mutual agreement by both parties the contract may be renewed for four (4) additional one (1) year terms.

- 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:

To hire a firm to provide a full suite of consulting services pertinent to the administration of the City's employee benefit plans.

- 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: John Marchetto, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution