



CITY OF ALLENTOWN

No. _____

RESOLUTION

R2 - 2019

Introduced by the Administration on January 16, 2019

Authorization for Contract with Countrywide Restoration, Inc., for an estimated annual amount of \$17,500 based upon the unit prices to provide standard board up services for commercial and residential, two bids – one was not compliant with the bid. The contract is good for one year but upon mutual written agreement by both parties, the Contract may be renewed for two (2) additional one (1) year terms, if pricing remains the same.

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 January 16, 2019:

1. Name of Contractor/Consultant: Countrywide Restoration, Inc.
2. Project or Contract Reference: C26-00002 / BID No. 2018-26
3. Description of Service(s) to be provided: It's the City's intention to secure a Contractor to perform standard board up services for commercial and residential properties for the City of Allentown.

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: C26-000002 -BID No. 2018-26- Standard Boarding Up of Commercial and Residential Properties

TO: City Council, City Clerk, and Council Solicitor

FROM: William Harvey, Department Head

DATE: December 21, 2018

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 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-000-09-0903-0005-46- \$17,500.00 estimated sum

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

One (1) proposal was received by Keystone Property Management and Maintenance, however they were not compliant with the Bid and therefore were rejected.

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

Countryside Restoration, Inc., 1580 Penn Drive, Andreas, Pennsylvania, 18211

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

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

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

It's the City's intention to secure a Contractor to perform standard board up services for commercial and residential properties for the City of 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:

This Contract sum is based upon the unit prices identified in the attached bid tabulation. The City has allocated an annual estimated budgeted sum of \$17,500.00 for the services awarded to the Vendor.

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

Upon mutual written agreement by both parties, the Contract may be renewed for two (2) additional one (1) year terms, if pricing remains the same.

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

The Contract sum is for an estimated annual amount of \$17,500.00.

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

The City is in need of securing a Contractor to perform standard board up services for commercial and residential properties for the City of Allentown.

- 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: William Harvey, Department Head

Copies To: Mayor

Director of Finance
Purchasing
Controller

Attachment: proposed resolution