



CITY OF ALLENTOWN

No. 11

RESOLUTION

R - 2019

Introduced by the Administration on March 6, 2019

Authorization for Engagement of Professional Services with Allentown Economic Development Corporation in the amount of \$15,000 for Administration of Enterprise Zone Loan Fund, for manufacturing companies in Allentown, which is inclusive but not limited to, underwriting servicing and loan closings.

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 dated March 6, 2019:

1. Name of Contractor/Consultant: Allentown Economic Development Corporation
2. Project or Contract Reference: City of Allentown Enterprise Zone Loan Fund
3. Description of Service(s) to be provided: Administration of Enterprise Zone Loan Fund, for manufacturing companies in Allentown, which is inclusive but not limited to, underwriting servicing and loan closings.

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: Administration of Enterprise Zone Loan Fund

TO: City Council, City Clerk, and Council Solicitor

FROM: Daniel Diaz, Business Development Manager

DATE: February 15, 2019

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 – 000-09-0901-0007-46 \$15,000

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

Allentown Economic Development Corporation, 905 Harrison Street, Allentown, PA 18103

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

1 year, retro-active to January 1, 2019

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

Administration of Enterprise Zone Loan Fund, for manufacturing companies in Allentown, which is inclusive but not limited to, underwriting servicing and loan closings.

- 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:

\$15,000 for the initial contract term.

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

Upon mutual written agreement by both parties the contract term maybe extended for up to three (3) additional one (1) year terms.

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

Each renewal year shall be at a sum of \$15,000 which totals \$45,000 for all three renewals.

Reasons for recommendation of Administration and Council approval of contract:

Administration of Enterprise Zone Loan Fund, for manufacturing companies in Allentown, which is inclusive but not limited to, underwriting servicing and loan closings.

Enterprise Zone is a state designated program and AEDC has been the administrator of the Enterprise Zone.

- 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: Daniel Diaz, Business Development Manager

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution