



CITY OF ALLENTOWN

No. 12

**RESOLUTION**

**R - 2019**

*Introduced by the Administration on March 6, 2019*

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

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***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 March 6, 2019:

1. Name of Contractor/Consultant: Allentown Economic Development Corporation
2. Project or Contract Reference: Allentown Economic Development Loan Fund
3. Description of Service(s) to be provided: Administration of the Allentown Economic Development Revolving Loan Fund 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 the Allentown Economic Development Revolving Loan Fund

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Daniel Diaz, Business Development Manager

**DATE:** February 15, 2019

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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 the Allentown Economic Development Revolving Loan Fund 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 the Allentown Economic Development Revolving Loan Fund which is inclusive but not limited to, underwriting servicing and loan closings.

- 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.

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By: Daniel Diaz, Business Development Manager

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution