



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Minutes - Final

### City Council

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Wednesday, June 19, 2019

6:15 PM

Council Chambers

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#### Special Meeting - Contract Approval

#### Roll Call: Council President MacLean

**Present:** 7 - Candida Affa, Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, Julio Guridy, and Ed Zucal

#### RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):

[15-3004](#)

R48

Authorization for Contract with Mailroom Systems, Inc. for the estimated annual amount of \$100,000 for automated mail handling services, competitively bid, can be extended for up to three additional one year options.

**Attachments:** [R48 Request for Council Approval - Mailroom Systems](#)

Ms. Jessica Baraket stated that this was done as Bid # 2019 - 13 and advertised on Public Purchase. It was accessed by 19 vendors with one response received. This vendor has been providing this service to us.

Mr. Roger MacLean asked if there were any questions from Council.

Mr. Courtney Robinson asked about a Cost Analysis since 19 bidders accessed it, but only got one as to what it will much will it cost to do it in-house.

Ms. Jessica Baraket stated that they have looked at that and looking at bringing it in-house.

Ms. Barbara Wagenhurst stated that she is looking into it. She is interested in bringing this service in-house. What they provide for us is a discounted rate on our postage. They barcode it and pre-sort it for the Post Office. She is looking at an additional purchase for 2020. This is only a one year contract, with three one year option.

Mr. Courtney Robinson asked if it is a calendar year contact or as of the date of when it was made active. He asked can it be prorated.

Ms. Jessica Baraket stated that it is from the effective date from when the contract is executed one year from the date. After Council passes the Resolution, it then gets drafted and goes through the Solicitor's office. That is not addressed in the Bid Document. It will be addressed in the Contract Document.

Mr. Roger asked if there were any questions from Council or the public.

**Yes:** 7 - Candida Affa, Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, Julio Guridy, and Ed Zucal

Enactment No: 29820

[15-3005](#)

R49

Authorization for Contract with BL Companies Pennsylvania, Inc., in the amount of \$92,650 to provide design and construction documents for the Valania Park Improvements Project – competitively bid, nine bidders.

**Attachments:** [R49 Request for Council Approval - Valania Park - C-](#)

Ms. Jessica Baraket stated that this was done as a RFP # 2019-07 and advertised on Public Purchase. It was accessed by 66 vendors, with nine responses being received. A committee of five evaluation committee members conducted a cost evaluation, a technical evaluation, oral interviews or presentations with a short list group of vendors. Proposals were evaluated according to the following criteria: The ability to meet the RFP requirements, prior experience, and cost. Upon a thorough evaluation the committee is recommending the award to BL companies and this will be the first time using this company.

Mr. Julio Guridy asked is this for design. What is the expectation on how much it will cost to build.

Ms. Karen El-Chaar stated that it is for design and construction. It gives the design and recommendation of the construction access of it.

Ms. Jessica Baraket stated that it is part of what they will be providing in the RFP. They will be providing construction documents and then they will provide us a cost estimate of what they feel what the construction cost will cost and then a separate bid will be done for the construction. Nine responded.

Mr. Julio Guridy asked is this the lowest.

Ms. Jessica Baraket stated that this is not the lowest because this is an RFP and not evaluated solely based on cost. However, cost was the primary factor 65 of the 100 points being associated with cost. There is other criteria that goes with an RFP.

Ms. Karen El-Chaar stated that the highest cost was \$280,250 for design and construction documents.

Mr. Julio Guridy stated that is a lot of money. What was the lowest?

Ms. Karen El-Chaar stated that they looked at the base cost and the additional cost that would be incurred. BL Companies came out at \$92,650. They were indeed the lowest at that point. The next lowest was \$94,021.

Mr. Julio Guridy asked where are they looking to build the construction. He stated that he is thinking how much it will cost the city.

Ms. Karen El-Chaar stated that the hope is to get construction documents in eight months. It will be built approximately somewhere early 2020. Within the RFP, she put that she would like to see it built by spring of 2020. You are looking at a restroom on-site, not a porta potty. The community has suggested a spray park. She stated that they don't know yet. They wanted an amphitheatre. They are taking things into consideration vis-a-vis the design.

Ms. Cynthia Mota stated that she is glad that this is happening. She stated that she received a few phone calls. Mr. Daniel Blunt has great concern. He stated that he saw a few people working. She stated that she tried to explain it to him. She stated that the community stated that Valenia Park has been neglected for many years.

Mr. Daryl Hendricks asked about Grant Funding.

Ms. Karen El-Chaar stated that they are CDBG and requesting grant funding.

Ms. Cynthia Mota asked how much money the city has for this park.

Ms. Kanre El-Chaar stated that initially they allocated \$500,000.

Mr. Roger MacLean asked if there were any comments from the public on R49.

**Yes:** 7 - Candida Affa, Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, Julio Guridy, and Ed Zucal

Enactment No: 29821

**ADJOURNED: 628 PM**