



CITY OF ALLENTOWN

No. 29863

RESOLUTION

R79 - 2019

*Introduced by the Administration on October 16, 2019*

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Authorization for Contract with Engle-Hambright & Davies, Inc. for \$27,500 for risk management consulting services to include but not limited to effective Auto Liability and Workers' Compensation program (i.e. Program), competitively bid, multiple bidders – 5 year contract.

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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 Contract dated October 16, 2019:

1. Name of Contractor/Consultant: Engle-Hambright & Davies, Inc.
2. Project or Contract Reference: RFP No. 2019-25- Risk Management Consultant
3. Description of Service(s) to be provided: The City of Allentown is in need of obtaining a risk management consultant to aid the City of Allentown in the management of the Total Cost of Risk (i.e. TCOR), to include but not limited to effective Auto Liability and Workers' Compensation program (i.e. Program).

**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.

	Yea	Nay
Candida Affa	X	
Julio A. Guridy	X	
Daryl Hendricks	X	
Cynthia Mota	X	
Courtney Robinson	X	
Ed Zucal	X	
Roger MacLean, Pres.	X	
TOTAL	7	0

***THIS IS TO CERTIFY, That the above copy of Resolution No. 29863 was adopted by the City Council of Allentown on the 16<sup>th</sup> day of October, 2019, and is on file in the City Clerk's Office.***

  
 City Clerk



**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. 2019-25- Risk Management Consultant/C09-000051

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

**FROM:** Jeffrey Nelson, Department Head

**DATE:** September 23, 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:

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):

Risk- 081-002-8001-0001-46

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

North Shore Risk Consulting, 68 South Service Road, Suite 100, Melville, NY, 11747- \$75,000.00

HMK Insurance, 702 Hamilton Street, Suite 305, Allentown, PA 18101- Based on a percentage fee

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

Engle-Hambright & Davies, Inc., 1 Meridian Blvd, Suite 4A01, Wyomissing, PA 19605

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

The contract shall commence upon full execution and shall cease five (5) years thereafter.

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

The City of Allentown is in need of obtaining a risk management consultant to aid the City of Allentown in the management of the Total Cost of Risk (i.e. TCOR), to include but not limited to effective Auto Liability and Workers' Compensation program (i.e. Program).

- 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:

\$27,500.00 annually. In summation the initial contract term is \$137,500.00.

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

Upon mutual, written agreement, by both parties, the agreement may be extended for up one additional one (1) year term.

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

\$27,500.00.

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

The City of Allentown is in need of obtaining a risk management consultant to aid the City of Allentown in the management of the Total Cost of Risk (i.e. TCOR), to include but not limited to effective Auto Liability and Workers' Compensation program (i.e. Program).

- 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: Jeffrey Nelson, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution