



CITY OF ALLENTOWN

No. 90

RESOLUTION

R - 2019

Introduced by the Administration on November 6, 2019

Authorization for Contract for a price increase of 10% or more for an existing contract that was previously bid and awarded to Clear Language Communication Services in the amount of \$15,000.00 for the Vendor to provide Spanish translation services of the text and design of the document for the Allentown Vision 2030 Comprehensive and Economic Development Plan. The reason for the Contractual sum increase is because the Allentown Vision 2030 Plan was not completed prior to the full execution of this Contract and therefore the final word count of the Plan was not available.

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 increase the current contractual sum of 10% or more, of the existing Contract, for the use and purpose indicated in supporting the Recommendation of Amending the Contract, dated November 6, 2019:

1. Name of Contractor/Consultant: Clear Language Communication Services
2. Project or Contract Reference: C25-000064/Translation Services-Comprehensive and Economic Development Plan
3. Description of Service(s) to be provided: The Vendor is providing Spanish translation services of the text and design of the document for the Allentown Vision 2030 Comprehensive and Economic Development Plan. The reason for the Contractual sum increase is because the Allentown Vision 2030 Plan was not completed prior to the full execution of this Contract and therefore the final word count of the Plan was not available.

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: C25-000064/Translation Services-Comprehensive and Economic Development Plan

TO: City Council, City Clerk, and Council Solicitor

FROM: Leonard Lightner, Department Head

DATE: October 17, 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.

- X The recommendation is for a price increase of 10% or more for an existing contract 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 Funds- 000-09-0903-0001-46

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

n/a

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

Clear Language Communication Services, 1101 Hamilton Street, Suite 345, Allentown, PA.

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

The contract term shall expire on December 31, 2019. The contract amendment will extend the contract term to June 30, 2020.

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

The Vendor is providing Spanish translation services of the text and design of the document for the Allentown Vision 2030 Comprehensive and Economic Development Plan. The reason for the Contractual sum increase is because the Allentown Vision 2030 Plan was not completed prior to the full execution of this Contract and therefore the final word count of the Plan was not available.

- 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:

The Current Contract Sum:	\$5,500.00
Requested Increase:	<u>\$15,000.00</u>
New Contractual Sum	\$20,500.00

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

n/a

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

n/a

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

The Vendor is providing Spanish translation services of the text and design of the document for the Allentown Vision 2030 Comprehensive and Economic Development Plan. The reason for the Contractual sum increase is because the Allentown Vision 2030 Plan was not completed prior to the full execution of this Contract and therefore the final word count of the Plan was not available.

- 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: Leonard Lightner, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution