



CITY OF ALLENTOWN

No. 29893

**RESOLUTION**

**R106 - 2019**

*Introduced by the Administration on November 20, 2019*

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**Authorization for Contract with TD Bank for an automated accounts payable solution, competitively bid, 2 bids – revenue generating.**

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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 dated November 20, 2019:

1. Name of Contractor/Consultant: TD Bank
2. Project or Contract Reference: RFP 2019-30- Electronic Payment Processing Solution/C07-000008
3. Description of Service(s) to be provided: The City is seeking to establish an automated accounts payable solution that is convenient, efficient, and maintains effective fiscal controls.

**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		
Julio A. Guridy		
Daryl Hendricks	X	
Cynthia Mota	X	
Courtney Robinson	X	
Ed Zucal	X	
Roger MacLean, Pres.	X	
TOTAL	5	0

***THIS IS TO CERTIFY, That the above copy of Resolution No. 29893 was adopted by the City Council of Allentown on the 20<sup>th</sup> day of November, 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 2019-30- Electronic Payment Processing Solution

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

**FROM:** Brent Hartzell, Department Head

**DATE:** November 12, 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):

This is a revenue generating contract. All proceeds generated from this contract will be general fund revenue.

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

Comdata Payment Services

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

TD Bank, 842 W. Hamilton Street, Suite 400, Allentown, PA 18101

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

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

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

The City is seeking to establish an automated accounts payable solution that is convenient, efficient, and maintains effective fiscal controls.

- 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:

This is a revenue generating contract, generating an approximate annual amount of \$100,000.00 per year.

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

Upon written notification, this contract can be extended for two (2) additional one (1) year periods if mutually agreed upon.

- 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:

City wishes to create a fully integrated end-to-end electronic payment option that streamlines operations.

- 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: Brent Hartzell, Department Head

Copies To: Mayor

Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution