



CITY OF ALLENTOWN

No. 110

RESOLUTION

R - 2019

Introduced by the Administration on December 4, 2019

Authorization for Contract with Materials Conservation Collaborative, LLC., d/b/a Materials Conservation Co., LLC. for \$100,000.00 - a Public Art and Activation Project Management firm - to create and manage artistic displays, one-year contract with 3 potential renewal years, 4 bidders.

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 December 4, 2019:

1. Name of Contractor/Consultant: Materials Conservation Collaborative, LLC., d/b/a Materials Conservation Co., LLC.
2. Project or Contract Reference: RFP No. 2019-17- Public Art Management/C25-000091
3. Description of Service(s) to be provided: The City wishes to contract with a Public Art and Activation Project Management firm, for the purpose of continuing the outdoor enhancements throughout the City and for the creation and display of artistic installations

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: C25-000091 -RFP No. 2019-27- Public Art and Activation Project Management

TO: City Council, City Clerk, and Council Solicitor

FROM: Leonard Lightner, Department Head

DATE: November 19, 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:

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):
000-09-0901-0001-46
- The number of any alternate quotes/bids and the names of the alternate bidders, if any.

ArtsQuest- 25 W Third Street, Bethlehem, PA 18015
BlackInk- 5 Keofferarm Road, Old Greenwich, CT 06870

Cultural Coalition of Allentown-523 N. 7th Street, Allentown, PA 18102

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

Materials Conservation Collaborative, LLC, d/b/a Materials Conservation Co., LLC., 1625 N. Howard Street, Philadelphia, PA 19122

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

The contract term shall commence upon full execution and shall cease one (1) year thereafter.

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

The City wishes to contract with a Public Art and Activation Project Management firm, for the purpose of continuing the outdoor enhancements throughout the City and for the creation and display of artistic installations.

- 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 City has budgeted \$100,000.00 for the initial term of the Contract.

The City will pay the Consultant on a fixed percentage fee, therefore the Consultant will receive 40% of the project fee initially; 20% of the project fee when both parties have mutually agreed that the half-way benchmark has been met; and 40% upon completion of the project-final payment.

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

Upon mutual written consent, the contract term can be extended for up to three (3) one (1) year renewal terms.

- 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 City wishes to contract with a Public Art and Activation Project Management firm, for the purpose of continuing the outdoor enhancements throughout the City and for the creation and display of artistic installations

- 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