

CITY OF ALLENTOWN

No. 59

**RESOLUTION**

**R - 2020**

***Introduced by the Administration on May 20, 2020***

---

Authorization for Engagement of Professional Services with Scott Grim for the hourly rate of \$25.00 not to exceed \$12,000 in the initial contract to work with the Opioid death review team doing administrative tasks inclusive of data analysis, death reviews, coordinating meetings with law enforcement reporting PHAST accomplishments to grantors; supporting the work of the Opioid death review team performing duties as assigned.

---

***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 with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Scott Grim
2. Project or Contract Reference: CDC Opioid Overdose Reduction Agreement
3. Description of Service(s): providing the City with various and sundry services, as more fully described in the attached scope of work, which includes but not limited to the following: data analysis, administrative tasks related to opioid prevention meetings and death reviews, coordinating meetings with law enforcement and other agencies, assisting in creation of education materials, reporting PHAST accomplishments to grantors, supporting the work of the Opioid death review teams and assist with marketing campaign duties as assigned.

**NOW, THEREFORE, BE IT RESOLVE**, on this the 20<sup>th</sup> day of May of 2020, 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 and Recommendation of Award**

**SUBJECT:** Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: CDC Opioid Overdose Reduction Agreement

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

**FROM:** Leonard Lightner, Department Head

**DATE:** May 8, 2020

---

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- 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.

X 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.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

n/a

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Scott Grim, 646 Hanover Avenue, Allentown, PA 18019.

Contract Consideration: The Contractor shall be paid at an hourly rate of \$25.00 an hour, with an average week of 20 hours per week. The consideration for the initial contract term shall not exceed \$12,000.00.

Funding Source: 000-09-0908-0002-46

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

Scott M Grim, retired Coroner for Lehigh County, will be providing the City with various and sundry services, which includes but not limited to the following: data analysis, administrative tasks related to opioid prevention meetings and death reviews, coordinating meetings with law enforcement and other agencies, assisting in creation of education materials, reporting PHAST accomplishments to grantors, supporting the work of the Opioid death review teams and assist with marketing campaign duties as assigned.

- Contract Term:

The contract term shall commence upon full execution and shall on December 31, 2020.

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

Upon mutual, written agreement by both parties the term may be extended for an additional six (6) month term.

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

The Contractor shall be paid at an hourly rate of \$25.00 an hour, with an average week of 20 hours per week. The consideration for the initial contract term shall not exceed \$12,000.00.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

---

By: Leonard Lightner, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution