



CITY OF ALLENTOWN

No. 79

RESOLUTION

R - 2020

Introduced by the Administration on July 15, 2020

Authorization for an Engagement of Professional Services with Universal Field Services, Inc., costs not to exceed \$7,985, to provide technical assistance and guidance through the federal, state and local regulations for acquisition and/or relocation services on an as needed basis. No alternative quotes, indicated as a single/sole source provider, 12-month contract.

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: Universal Field Services, Inc.,
2. Project or Contract Reference: C24-000272 Consulting Services- Universal Field Services, Inc.
3. Description of Service(s): The Contractor, on an as needed bases, will provide technical assistance and guidance through the federal, state and local regulations for acquisition and/or relocation services.

NOW, THEREFORE, BE IT RESOLVE, on this the 15th day of July, 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: C24-000272 Consulting Services- Universal Field Services, Inc.

TO: City Council, City Clerk, and Council Solicitor

FROM: Leonard Lightner, Department Head

DATE: June 26, 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.

Single/Sole Source

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

Universal Field Services, Inc., 1864 Route 70, Cherry Hill, NJ, 08003

Contract Consideration: a total contractual sum shall not to exceed \$7,985.00

Funding Source: 000-09-0901-0001-46

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

The Contractor, on an as needed basis, will provide technical assistance and guidance through the federal, state and local regulations for acquisition and/or relocation services.

- Contract Term:

The contract term shall commence upon full execution and shall be for a period of twelve (12) months. Thereafter the term shall be month to month until terminated by either party.

- List any 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

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