



CITY OF ALLENTOWN

No. 94

RESOLUTION

R - 2020

*Introduced by the Administration on August 5, 2020*

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Authorization for Engagement of Professional Services with Environmental Systems Research Institute, Inc. (ESRI), in the amount of \$26,500.00. ESRI will be providing remote consulting services to assist the City with GIS operations around COVID-19.

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

1. Name of Contractor/Consultant: Environmental Systems Research Institute, Inc.
2. Project or Contract Reference: C22-000034-ESRI Disaster Response Program Consulting Support
3. Description of Service(s): ESRI will be providing remote consulting services to assist the City with GIS operations around COVID-19.

**NOW, THEREFORE, BE IT RESOLVE**, on this the 5<sup>th</sup> day of August, 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: C22-000034-ESRI Disaster Response Program Consulting Support

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

**FROM:** Leonard Lightner and Matthew Leibert, Department Heads

**DATE:** July 31, 2020

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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.

This contract is off State Contract and therefore no other quotes are necessary.

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

Environmental Systems Research Institute, Inc. (ESRI), 380 New York Street, Redlands, California, 92373-8100

Contract Consideration: \$26,500.00  
Funding Source: 000-09-0908-0019-46

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

The City had requested ESRI's professional services to provide them with ArcGIS Disaster support consulting services for COVID-19. No quotes are necessary as ESRI is contracted with the State of Pennsylvania to provide various and sundry services some of which are not listed on said State Contract, however due to Article 7, "the Customer may request a quote for any new or unlisted ESRI offerings and issue a Purchase Order under this Contract. ESRI offerings governed by this Contract may be modified by letter signed by the parties indicating mutual written consent". The purchase of these services would be considered "new or unlisted ESRI offerings".

Moreover, **ESRI will be providing remote consulting services to assist the City with GIS operations around COVID-19.** These said services are more fully described in detail in the Contractor's proposal.

- Contract Term:

The schedule will be mutually agreed upon between the City and ESRI within ten (10) days after the contract award.

ESRI will provide the City with twenty (20) hours of consulting support. All twenty (20) hour blocks of support must be expended within a period of six (6) months from when the valid Purchase Order is received. Said purchase order needs to be received by December 31, 2020.

- 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.

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By: Leonard Lightner Department Head  
Matthew Leibert, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution