



CITY OF ALLENTOWN

No. 25

**RESOLUTION**

**R - 2021**

***Introduced by the Administration on February 17, 2021***

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**Change Order: In the amount of \$3,315 with Universal Field Services, Inc. to provide technical assistance and guidance through the federal, state and local regulations for acquisition and/or relocation services, initial contract was for \$7,985.**

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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 increase the contractual sum of the previously awarded agreement with the following named contractor/consultant, for the use and purpose indicated in supporting the Contract dated August 19, 2020:

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) to be provided: 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 RESOLVED**, on this the 17<sup>th</sup> day of February, 2021, 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 Price Increase 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 City Solicitor

**FROM:** Leonard Lightner, Department Head

**DATE:** February 4, 2021

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

- This recommendation is for a contract consideration increase of 10% or more for an existing contractual sum. Said contract was previously bid and awarded under city policies.
- The contract appropriation or price increase is included in this year's budget
- List the name and address of the recommended Contractor/Vendor, include the following:

Contract Consideration: \$7,985.00  
**Requested Increase: \$3,315.00**  
New Contract \$11,300.00

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

- Description of project or scope of services to be provided and why is an increase needed:

On or about August 19, 2020, the City and the Contractor, a sole source provider, entered into an agreement, which was approved by Council on July 15, 2020, whereby and whereunder the Contractor agreed to provide technical assistance and guidance through the federal, state and local regulations for acquisition and/or relocation services. The cost of these services was not to exceed the sum of \$7,985.00, for the twelve (12) month contract term.

On the current Contract these services were not inclusive for the property located at 626-628 W. Turner Street. At this time because this location was added and due to the complexities with the taking of the

aforementioned property, the Assistant City's Solicitor, Jorge Pereira is still working with the owner on a financial settlement and therefore there is a delay in the relocation of the tenants. Due to these circumstances as referenced herein, the Contractor is requiring additional fees.

- List the current Contract Term and if an increase is needed:

The contract term shall cease on August 18, 2021.

- 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

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By: Leonard Lightner, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution