



Allentown

435 Hamilton Street
Allentown, Pa. 18101

Minutes - Final

City Council

Wednesday, January 17, 2018

6:00 PM

Council Chambers

Contract Approval Meeting

Call to Order

Present: 7 - Candida Affa, Roger MacLean, Julio Guridy, Daryl Hendricks, Ed Zucal, Courtney Robinson, and Cynthia Mota

RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):

[15-2086](#)

R1

Authorization for Engagement of Professional Services with Gallagher Reporting and Video LLC for an estimated amount of \$520 for services stenographic services related to a tax assessment appeal hearing – 2 quotes

Attachments: [R1 - Gallagher Reporting](#)

Mr. Roger MacLean asked if there were any comments or questions from his colleagues.

Mr. Brent Hartzell introduced Jessica Baraket, the new Purchasing Agent. He stated that Judy Snyder who did an admiral job acting in the role of Purchasing Agent to help introduce these initiatives. We have been in the Revenue and Audit Bureau been taking an aggressive and active role in dealing with possible delinquent taxes, especially with Business Privilege Tax. We are getting our letters out and our legal defense. Every once in awhile an entity will appeal the assessment that we give. When that happens we try to make sure that our record keeping is accurate. That's why we brought in a stenographer for a recent appeals case and we will probably do it in the near future.

Mr. Roger MacLean welcomed Ms. Baraket. He asked if there were any questions from his colleagues or the public.

Yes: 7 - Candida Affa, Roger MacLean, Julio Guridy, Daryl Hendricks, Ed Zucal, Courtney Robinson, and Cynthia Mota

[15-2082](#)

R2

Authorization for Engagement of Professional Services with Advanced Abstract Inc in the amount of \$1,250 for title search services for Revenue

and Audit – one response

Attachments: [R2 - Advanced Abstract](#)
[Resolution #29587](#)

Mr. Brent Hartzell stated that we are looking at some very long-standing delinquent accountants with lien values in the thousands of dollars. We decided as part of this to hire an Abstract Service to help with title updates so we can make an aggressive and assertive effort.

Mr. Roger MacLean asked do we have someone to collect the delinquent taxes or are we doing it in-house.

Mr. Brent Hartzell stated that with respect to Business Privilege Tax we do it in-house. With other taxes, we depend on the source. It varies from one tax or fee to the next.

Mr. Roger MacLean asked if there were any questions from his colleagues.

Mr. Julio Guridy asked about the property that has over \$500,000 in excess. There is a Sheriff Sale. How does it get so high?

Mr. Brent Hartzell stated that is an exception, rather than the rule. Most of them will be in the tens of thousands of dollars.

Mr. Roger MacLean asked if there were any questions from the public.

Yes: 7 - Candida Affa, Roger MacLean, Julio Guridy, Daryl Hendricks, Ed Zucal, Courtney Robinson, and Cynthia Mota

Enactment No: 29587

[15-2083](#)

R3

Authorization for Engagement of Professional Services with Robert E. Brinker, Jr. in the amount of \$1,000 for bi-annual proctoring of Master and Journeyman Plumbing Tests – single quote

Attachments: [R3- Robert E. Brinker](#)
[Resolution #29588](#)

Ms. Judy Snyder stated that he has done it for us for a couple of years now. It goes from January 1, 2018 through December 31, 2018. It does the testing for the plumbers.

Mr. Roger MacLean stated that it is quite simple. He asked if there were any questions from my colleagues.

Mr. Daryl Hendricks asked on average how many people are tested.

Ms. Judy Snyder stated that it all depends. She thinks they have about five to six of them throughout the year. They are average about \$1,000.

Mr. Daryl Hendricks asked if it is based on one test.

Ms. Judy Snyder stated yes, it would only be \$100 to \$200.

Mr. Roger MacLean asked if there were any other questions from his colleagues or the public.

Yes: 7 - Candida Affa, Roger MacLean, Julio Guridy, Daryl Hendricks, Ed Zucal, Courtney Robinson, and Cynthia Mota

Enactment No: 29588

15-2084

R4

Authorization for a one year Contract (with possible three month extension) with Monarch Precast Concrete Corporation at the unit prices identified in the bid for storm sewer fittings, for a total estimated budget of \$125,757

Attachments: [R4 - Monarch Precast](#)

[Resolution #29589](#)

Ms. Judy Snyder stated that this was Bid No. 2017-37. It was advertised on December 5, 2017. There was only one bid and the bid opening was December 20, 2017. The contract runs until December 31, 2018 with a three month extension.

Mr. Roger MacLean stated that he sees it is Monarch Precast. At least it is an Allentown Company.

Mr. Craig stated that the contract is for a certain amount. It depends on what we need to use throughout the year if we have to replace an inlet. They are precast boxes that get placed in any risers for any of the manholes that needs to be repaired or replaced. This is basically any precast we need for our stormwater work.

Mr. Julio Guridy asked how does it work. If you had 20 precast units that you need, do you charge per unit or is it one charge no matter how many units.

Mr. Craig Messinger stated it depends on what we need. If we end up needing 25 of a certain project we pay for 25. If we only end up needing five of them, we only buy five. It is just saying that is the maximum amount of the contract.

Mr. Roger MacLean asked if there were any other questions from his colleagues or the public.

Yes: 7 - Candida Affa, Roger MacLean, Julio Guridy, Daryl Hendricks, Ed Zucal, Courtney Robinson, and Cynthia Mota

Enactment No: 29589

[15-2085](#)

R5

Authorization for Three Year Contract (commencing January 18) with Allentown Rescue Mission Clean Team, LLC. in the total amount of \$845,898 (Y1 - \$276,402 Y1; Y2 \$281,929; Y3 \$287,567) for maintenance services for the City's Central Business District, adjacent neighborhoods and special cleanup and special event projects - contract may be extended for three additional one year terms.

Attachments: [R5 -Allentown Rescue Mission](#)
[Resolution #29590](#)

Ms. Judy Snyder stated that this is an authorization for a three year approval for a contract commencing January 18 with the Allentown Rescue Mission for maintenance services for the City Central Business District. This was done as a request for proposal with three responses being received. Two proposals are being rejected for failure to comply with Section 2.B-2 and 2.B-3 of the RFP which states that the technical costs proposals are to be in separate proposals. Therefore, it is recommended that the award be made to the most responsible, responsive proposer the Allentown Rescue Mission.

Ms. Ann Saurman stated that she has one correction to the memo that was sent regarding the bullet point identifying which contract funding source this is from. This is from the Solid Waste Fund it is from Program I, Account 46 for Contract, Program IV is our Animal Control Program. The contracts will be paid out of Program I from the Solid Waste Fund.

Mr. Michael Hanlon stated that he already treated it as a typo in the original.

Mr. Roger MacLean asked if there were any questions from his colleagues.

Mr. Julio Guridy stated that this was not necessary the lowest amount. It was a lowest responsible. Can you tell us the difference between the second and the third.

Ms. Judy Snyder stated that after the technical proposal and saw that their cost was in the proposal, we did not open their cost proposal.

Mr. Roger MacLean asked any questions from Council or the public.

Ms. Linda Blose, Girls at Work - 1938 SW 31st Street, stated that she had contracts with the city for 40 years. She stated that her bid \$240,000, staying the same for the three years. She said City Lines was \$281,000 for the three years.

Mr. Julio Guridy asked how do you know this.

Ms. Linda Blose stated that she made it her business to go down and ask questions. All the Right to Knows were declined. All my contracts were taken away from me. I was the low bidder and I did that contract for five years.

Mr. Roger MacLean asked Ms. Blose if she put the cost proposal in this the technical portion.

Ms. Linda Blose stated that she did that in the prior years and it wasn't a problem.

Mr. Roger MacLean asked if the RFP state that the cost proposal was not to be included in the technical.

Ms. Judy Snyder stated yes, it did.

Mr. Roger MacLean stated that we had two that did not follow the specs of the RFP, and one that did.

Ms. Ann Saurman stated that when this was discovered we requested from the Solicitor's office an opinion of what to do and we received the opinion from the Solicitor's office which we followed.

Mr. Ed Zucal asked if this was the same procedure used in prior years. How do you respond to her statement that she has done this in the past

Ms. Judy Snyder stated that she does not remember how they did it last year or the years before we did it. She would have to pull all that out. It was always a rule. It states right in the proposal when you get it.

Mr. Roger MacLean asked if there were any other comments from his colleagues or the public.

Mr. Juan Camacho stated that the Solicitor's office did supply a response to the question on whether or not there was a basis to disqualify the two bidders based on the fact that they did not conform with the specifications of the RFP. His understanding it is the responsible responsive bidder. If

that standard is not adhere to, the city does have the right to waive irregularities and not to waive irregularities. It is in the committee purview what they want to do and they decided to reject it on those basis.

Yes: 7 - Candida Affa, Roger MacLean, Julio Guridy, Daryl Hendricks, Ed Zucal, Courtney Robinson, and Cynthia Mota

Enactment No: 29590

ADJOURNED: 6:19 PM

[15-2093](#)

Contract Procedures

Attachments: [Code Contract Provisions](#)