



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R136 - 2023**

***Introduced by the Administration on August 16, 2023***

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Authorization for Contract with Jack Rich, Inc., MacMillan Oil Co. of Allentown Inc., & PPC Lubricants, LLC in the estimated sum of \$39,900 to provide motor oils, lubricants and chemicals for City vehicles and equipment; 4 bids were received, one bid was rejected; each was awarded various parts of the contract, the contract can be extended for four additional one year terms beyond the initial year; the estimated \$39,900.00 per renewal term would be an estimated total of \$199,500.

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) 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: Jack Rich, Inc., Macmillan Oil Co. of Allentown Inc., & PPC Lubricants, LLC
2. Project or Contract Reference: Bid No. 2023-30 Bulk Motor Oils, Lubricants & Chemicals
3. Description of Service(s): To provide various motor oils, lubricants and chemicals that the City uses for City owed vehicles and equipment.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 16<sup>th</sup> day of August, 2023, 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.

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

Project or Contract Reference: Bid No. 2023-30 Bulk Motor Oils, Lubricants & Chemicals

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

**FROM:** Mark Shahda, Department Head

**DATE:** August 4, 2023

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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:

X      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.

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:

**Jack Rich, Inc.:** 617 Altamont Boulevard, Frackville, PA 17931

**Macmillan Oil Co. of Allentown, Inc.:** 1715 East Tremont Street, Allentown, PA 18109

**PPC Lubricants, LLC:** 305 Micro Drive, Jonestown, PA 17038

Contract Consideration: \$39,900.00 (estimated per contract year)

Funding Source: 000-03-0704-0001-54

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

On June 28, 2023, the City advertised to retain one or more vendors to provide various motor oils, lubricants and chemicals that the City uses for City owned vehicles and equipment. The estimated budgeted amount for the various motor oils, lubricants and chemicals is \$39,900.00 per contract year. The Contract term shall commence upon full execution and shall cease one (1) year thereafter. Upon written notification, this contract can be extended for up to an additional four (4) one (1) year terms beyond the contract expiration period. On July 26, 2023, there was a public opening held, four

(4) bids were received and one (1) bid was rejected. Upon review of the said bids, each was awarded various parts of the contract, as indicated in the Bid Tabulation.

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

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

Upon written notification, this contract can be extended for up to an additional four (4) one (1) year terms beyond the contract expiration period.

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

Estimated \$39,900.00 per renewal term for an estimated total of \$199,500.00.

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.

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By: Mark Shahda, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution