



CITY OF ALLENTOWN

No. _____

RESOLUTION

R25 - 2024

Introduced by the Administration on February 21, 2024

Authorization for Contract with Allentown Rescue Mission Clean Team, LLC for an estimated sum of \$349,127.38 to provide maintenance services for the City's Central Business District for year one with a possible 3% CPI increase yearly. This estimated sum includes costs for Special Events Assistance, snow clean up, and special cleanup project on an as needed basis. The estimated sum for the 5-year base contract is \$2,132,098.62. This was competitively bid through the RFP process.

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: Allentown Rescue Mission Clean Team, LLC
2. Project or Contract Reference: RFP 2023- 46 Maintenance Services for the Central Business District, Neighborhoods and Special Projects
3. Description of Service(s): Provide maintenance services for the City's Central Business District, Neighborhood Districts, Specials Event Assistance, and special cleanup project as requested by the City

NOW, THEREFORE, BE IT RESOLVED , on this the 21st day of February, 2024, 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: RFP 2023- 46 Maintenance Services for the Central Business District, Neighborhoods and Special Projects

TO: City Council, City Clerk, and Council Solicitor

FROM: Mark Shahda, Department Head

DATE: February 12, 2024

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 not** 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:

Allentown Rescue Mission Clean Team, LLC: 355 Hamilton Street, Allentown, PA 18101

Contract Consideration: Base Contract Amount of \$298,127.47 for Year 1 plus a cost of \$21.60 per hour per person (\$32.40 per hour per person weekends and holidays) for Special Events, Special Projects and Winter Storm Events for an estimated Year 1 cost of \$338,643.67

- The Base Contract Cost = \$298,127.47 – with a maximum 3% CPI increase annually applied to base cost (after the first year), per hour costs for Special Events, Special Projects, Winter Storm Events, Winter Equipment and District 5 should the City select this option in the future.
- For Winter Storm Events = \$21.60 per hour per person (weekdays) and \$32.40 per hour per person (weekends and holidays) PLUS per hour equipment costs as listed in the Cost Proposal
- For Special Events = \$21.60 per hour per person (weekdays) and \$32.40 per hour per person (weekends and holidays)
- For Special Projects = \$21.60 per hour per person (weekdays) and \$32.40 per hour per person (weekends and holidays)

Funding Source: 085-03-8005-0001-46

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

On December 19, 2023, the City advertises a solicitation for maintenance services for the City's Central Business District, Neighborhood Districts, Special Event Assistance, and special cleanup projects as requested by the City. On January 22, 2024, the public opening was held for which the City received one (1) proposal, which was distributed to all committee members via Teams for evaluation. The technical evaluation was held on January 26, 2024, all committee members were present. The proposal was scored based on the following: IBE Preference (10 Points), Qualifications and Prior Experience (20 Points), Knowledge and Equipment (15 Points), Ability to Meet RFP Requirements (35 Points). The cost proposal was opened on January 26, 2024, and distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation was held on January 31, 2024, all committee members were present. The committee members discussed the cost proposal (30 Points). The committee made the decision not to move forward with an oral interview. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Allentown Rescue Mission Clean Team, LLC.

- Contract Term:

The Contract term shall commence on March 6, 2024, and upon full execution, and shall cease five (5) years thereafter.

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

Upon written mutual agreement, this contract may be extended for up to an additional three (3) one-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:

The estimated contract cost with all extension is \$3,614,702.84.

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: Mark Shahda, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution