



CITY OF ALLENTOWN

No. 31022

RESOLUTION

R29 - 2025

Introduced by the Administration on March 5, 2025

Authorization for Contract with ArtsQuest in the amount of \$180,495.00 for to lead a series of concerts program and market Union Terrace Amphitheater. One (1) proposal was received, contract shall be for two (2) years with three (3) additional one (1) year renewals beyond the contract expiration period.

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: ArtsQuest
2. Project or Contract Reference: RFP No. 2025-06 Concert Series Coordination and Management
3. Description of Service(s): To lead a series of concerts program and market Union Terrace Amphitheater. The vendor will be expected to provide all required labor and materials, software, equipment, transportation and service needed to plan, organize, market, promote, and execute concerts and live music events to further the City's mission of promoting community engagement and supporting music and arts

NOW, THEREFORE, BE IT RESOLVED , on this the 5th day of March, 2025, 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.

	Yea	Nay
Candida Affa		
Ce-Ce Gerlach	X	
Cynthia Y. Mota	X	
Santo Napoli	X	
Natalie Santos	X	
Ed Zucal	X	
Daryl Hendricks, President	X	
TOTAL	6	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 31022 was adopted by the City Council of Allentown on the 5th day of March, 2025, and is on file in the City Clerk's Office.



 City Clerk

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

Project or Contract Reference: RFP No. 2025-06 Concert Series Coordination and Management

TO: City Council, City Clerk, and Council Solicitor

FROM: Mandy Tolino, Department Head

DATE: February 24, 2025

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:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

- 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:

ArtsQuest: 25 West 3rd Street, Bethlehem, PA 18015

Contract Consideration: \$180,495.00
1st Year (4 concerts): \$80,220.00
2nd Year (5 concerts): \$100,275.00
Funding Source: 000-08-0709-0007-46

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

On January 13, 2025, the City advertised a solicitation to lead a series of concerts program and market Union Terrace Amphitheater. The vendor will be expected to provide all required labor and materials, software, equipment, transportation and service needed to plan, organize, market, promote, and execute concerts and live music events to further the City's mission of promoting community engagement and supporting music and arts. On February 3, 2025, there was a public opening for which one (1) proposal was received, which were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on February 10, 2025, all committee members were present. The proposal was scored on the following: IBE Preference (10 Points), Experience, Qualifications and Prior Performance (30 Points), Methodology (30 Points), and References (15 Points). The Cost proposal was opened on February 10, 2025, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on February 12, 2025, all committee members were present. The committee discussed the Cost Proposal (25 Points). The committee decided to not move forward with an Oral presentation. The committee is recommending award to ArtsQuest.

- Contract Term:

The Contract term shall commence upon full execution and shall cease two (2) years thereafter.

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

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

\$100,275.00 per renewal, with a contract total of \$481,320.00 if all renewals are utilized.

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: Mandy Tolino, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution