



CITY OF ALLENTOWN

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

**RESOLUTION**

**R2 - 2025**

***Introduced by the Administration on January 15, 2025***

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**Authorization for a Contract with TCW Building Maintenance, LLC in the estimated budgeted sum of \$85,000 per contract year for on-call, on-site Overhead Door replacement, repair, inspection and maintenance, at various City owned and/or operated facilities. One (1) bid was received, contract shall be for one (1) with four (4) additional one (1) year renewals beyond the contract expiration period.**

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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: TCW Building Maintenance, LLC
2. Project or Contract Reference: Bid 2024-54 Overhead Doors Replacement, Repair and Maintenance
3. Description of Service(s): For on-call, on-site Overhead Door replacement, repair, inspection and maintenance, at various City owned and/or operated facilities.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 15<sup>th</sup> day of January, 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.

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

Project or Contract Reference: Bid 2024-54 Overhead Doors Replacement, Repair and Maintenance

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

**FROM:** Mark Shahda, Department Head

**DATE:** January 3, 2025

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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:

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:

TCW Building Maintenance, LLC: 2909 Route 100 North, Mailbox 4, Suite 220, Orefield, PA 18069

Contract Consideration: Estimated budgeted sum of \$85,000.00 per contract year

Funding Source: 000-03-0707-0001-46 (\$50,000.00)

081-02-8001-0001-81

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

On November 14, 2024, the City advertised to hire a contractor to establish a time and materials contract for on-call, on-site Overhead Door replacement, repair, inspection and maintenance, at various City owned and/or operated facilities. On December 16, 2024, there was a public opening held for which one (1) bid was received. Upon review of the bid, it was determined to recommend award to TWC Building Maintenance, LLC.

- Contract Term:

The Contract term shall commence upon full execution and shall cease within 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, as negotiated and agreed upon, each year, between the City and the Contractor.

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

The BID does have a price escalation clause, which states that if requested in writing ninety (90) days prior to the end of the first contract term, or any subsequent renewal terms, the City may consider pricing increases, if the following conditions exist:

1. There is a verifiable price increase to the Contractor;
2. The Contractor submits, in writing, notification of the price increase;
3. The price increase shall be comparable to documented manufacturers' or distributors prices' price changes or industry related indices;
4. Price increases due to seasonal and/or unforeseen market conditions; and
5. The Contractor shall submit the above information to the Purchasing Department no less than ninety (90) days prior to the effective date of the requested price increase.

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