



CITY OF ALLENTOWN

No. 30626

RESOLUTION

R74 - 2023

*Introduced by the Administration on April 19, 2023*

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Authorization for Contract with Gilboy Ford, Granturk Equipment, Groff Tractor & Equipment LLC Horwith Truck, Inc., Levan Machine & Truck Equipment, Stephenson Equipment in an estimated sum of \$300,000 per contract year to provide motor vehicle auto body repairs and services including but not limited to accident damages and other related damages in accordance with the terms of this bid. 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.

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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: Gilboy Ford, Granturk Equipment, Groff Tractor & Equipment LLC Horwith Truck, Inc., Levan Machine & Truck Equipment, Stephenson Equipment
2. Project or Contract Reference: Bid No. 2023-14 Automotive, Truck, & Equipment Specialized Repairs & Services
3. Description of Service(s): To provide motor vehicle auto body repairs and services including but not limited to accident damages and other related damages in accordance with the terms of this bid. The City of Allentown currently operates a fleet of 620 vehicles and equipment. The fleet consists of sedans, trucks, street sweepers, heavy construction equipment, tractors, police cruisers, aerial lifts, scooters, turf mowers, sewer trucks, motorcycles, snow removal equipment, etc. The Municipal Garage, a Bureau of the Public Works Department, is responsible for the maintenance and repair and assists with the acquisition and disposal of the Fleet. These services are performed at one central facility and used to be contracted, but we are transitioning to bring these services inhouse.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 19<sup>th</sup> day of April, 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.

	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. 30626 was adopted by the City Council of Allentown on the 19<sup>th</sup> day of April, 2023, and is on file in the City Clerk's Office.***

*Michelle P. Hui*  
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 City Clerk

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

Project or Contract Reference: Bid No. 2023-14 Automotive, Truck, & Equipment Specialized Repairs & Services

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

**FROM:** Mark Shahda, Department Head

**DATE:** April 6, 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:

**Gilboy Ford:** 2805 MacArthur Road, Whitehall, PA 18052 –

**Granturk Equipment:** one Schuylkill Parkway, Bldg. B, Bridgeport, PA 19405 –

**Groff Tractor & Equipment LLC:** 400 Stoke Park Road, Bethlehem, PA 18017

**Horwith Trucks, Inc.:** 1449 Nor-Bath Boulevard, Northampton, PA 18067

**Levan Machine & Truck Equipment:** 3417 Pricetown Road, Fleetwood, PA 19522

**Stephenson Equipment:** 600 Sathers Drive, Pittston, PA 18640

Contract Consideration: \$300,000.00

Funding Source: 000-03-0704-0001-42

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

On March 10, 2023, the City advertised to retain one or more vendors to participate on a Master Vehicle Repair list to provide motor vehicle auto body repairs and services including but not limited to accident damages and other related damages in accordance with the terms of this bid.

The City of Allentown currently operates a fleet of 620 vehicles and equipment. The fleet consists of sedans, trucks, street sweepers, heavy construction equipment, tractors, police cruisers, aerial lifts, scooters, turf mowers, sewer trucks, motorcycles, snow removal equipment, etc. The Municipal Garage, a Bureau of the Public Works Department, is responsible for the maintenance and repair and assists with the acquisition and disposal of the Fleet. These services are performed at one central facility and used to be contracted, but we are transitioning to bring these services inhouse. The City has allocated funds in the Budget to cover the costs of the Automotive, Truck, & Equipment Specialized Repairs & Services. The estimated budgeted amount for the Automotive, Truck, & Equipment Specialized Repairs & Services is \$300,000.00. 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 March 31, 2023, there was a public opening held, eleven (11) bids were received and five (5) bids were 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 \$300,000.00 per renewal term for an estimated total of \$1,500,000.00.

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