

# CITY OF BETHLEHEM

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## DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

**SUBJECT:** Request for Approval by City Council of Contract Award or Contract Price Increase Pursuant to City Ordinance, Article 121.05 (a)

Project or Contract Reference: Citywide Wayfinding Signage Program (MS-16-W05)

**TO:** City Council, all members, and Council Solicitor

**FROM:** Darlene Heller, Director of Planning

**DATE:** June 3, 2016

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On behalf of the Administration, pursuant to City Ordinances, Article 121.05, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- Check Type of Contract or Change:

The contract is for over \$50,000 and required to be bid under the Third Class City Code. We have advertised the above referenced project and received qualified bids. We recommend award of the contract to the bidder identified and for the reasons stated below.

The recommendation is for a price increase of 10% or more for an existing contract over \$50,000 that was previously bid and awarded under the Third Class City Code.

The contract is for 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. We recommend award of the contract.

- Is the contract appropriation or price increase included in this year's budget? \_yes \_no
- Identify contract funding sources (general fund, grants, loans, etc.....):

General Fund, grants and sponsorships

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:
  - Allied Environmental Signage  
69 Megill Road  
Farmingdale, NJ 07727
- Term of contract or estimated completion date, subject to standard extensions:
 

Term of contract shall be one-hundred and twenty (120) calendar days for Phase I from the issuance of the notice to proceed. Time extensions shall be issued for subsequent phases.
- Description of project or scope of services to be provided:
 

Work required under these items consist of fabricating and installing freestanding and pole mounted signs to be installed at various locations throughout the City of Bethlehem, as dictated on the provided Location Plan.

The project will be conducted in Phases, with Phase I consisting of the fabrication and installation of thirty (30) signs. The City of Bethlehem will notify the successful bidder when work on successive phases may commence.
- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:
 

Actual price: The total amount proposed for the overall project is \$367,570.00. The amount currently proposed to be contracted for phase 1 of this project is \$53,900.
- Number of renewal term options and duration of each renewal, if any:
 

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

N/A
- Reasons for recommendation of Administration and Council approval of contract:
 

Allied Environmental Signage was the lowest responsible/qualified bidder of five bids received, ranging from \$367,570.00 to \$497,518.00.

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

DH/md  
Attachment

Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
Law Bureau  
Controller  
Purchasing Bureau  
Chief of Engineering  
File/xc

By:   
Title: Director of Planning

RESOLUTION NO. \_\_\_\_\_

Authorization for Contract or Amendment under Article 121.05(a)

BE IT RESOLVED by the Council of the City of Bethlehem that the Mayor and the Controller and/or such other City officials as deemed appropriate by the City Solicitor, are hereby authorized to 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 following named contractor, for the uses and purposes indicated in the supporting Recommendation of Award of Bid or Contract dated May 27, 2016:

1. Name of Contractor: Allied Environmental Signage
2. Project or Contract Reference: Citywide Wayfinding Signage Program

Sponsored by \_\_\_\_\_  
\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk