

CITY OF BETHLEHEM

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: January 11, 2017

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.

The project will be conducted in Phases, with Phase I originally consisting of the fabrication and installation of thirty (30) signs. The proposed amendment would add an additional eleven (11) signs to the scope of Phase I. These signs were previously proposed to be installed in future phases and were included in the original scope of the project.

- 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 proposed amendment would increase the contract price by \$22,200 from the previously approved Phase I total of \$53,900 to \$76,100.

- 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 price increase:

The proposed contract price increase is to account for the addition of eleven wayfinding signs to Phase I of the project, and to cover additional costs associated with changing pole-mounted signage to free-standing signs.

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/me
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 January 11, 2017:

- Name of Contractor: Allied Environmental Signage
- Project or Contract Reference: Citywide Wayfinding Signage Program

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20____.

President of Council

ATTEST:

City Clerk