

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

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: Certified Inspection Services

TO: City Council, all members, and Council Solicitor

FROM: Mike Simonson, Chief, Code Enforcement Bureau

DATE: 9/23/19

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.

 X The contract is for the engagement of professional services. We previously received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services and entered into a contract for said services. We now recommend award of a contract amendment to extend the term.

- Is the contract appropriation or price increase included in this year's budget? X yes no
- Identify contract funding sources (general fund, grants, loans, etc.....):

General Fund account; 0030-0303-42055

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:

Keycodes Inspection Agency
1307 West Lehigh Street
Bethlehem, PA 18018

- Term of contract or estimated completion date, subject to standard extensions:

A renewal to end on May 31, 2020

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

Provide State Certified Inspection Services on an as need basis.

- 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:

\$4,400

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

The 2016 Contract included a renewal option for up to five (5) additional 1-year terms.

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

\$22,000

- Reasons for recommendation of Administration and Council approval of contract:

Use of general funds for potential emergency backup for inspection services may be required at any time during the contract period.

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.

By: Mike Simonson
Chief, Code Enforcement Bureau

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Controller

Attachment: proposed resolution

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 September 23, 2019:

1. Name of Contractor: Keycodes Inspection Agency
2. Project or Contract Reference: Certified Inspection Services

Sponsored by: _____

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

President of Council

ATTEST:

City Clerk