

**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: Business Privilege & Mercantile Tax Collection

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

**FROM:** Mark W. Sivak, Director of Budget & Finance

**DATE:** February 10, 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.

  X   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?   X   yes      no
- Identify contract funding sources (general fund, grants, loans, etc.....):

General Fund – 0206-42055

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

Tri-State Financial Group, LLC  
408 East Fourth Street, Suite 207  
Bridgeport, PA 19405

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

Term is two years with option to renew for two additional one-year periods

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

Business Privilege & Mercantile Tax Collection

- 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:

\$120,000 (Two-years)

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

Two additional one-year periods

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

\$120,000 (Estimated)

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

Tri-State Financial Group, LLC has collected the City's current and delinquent business privilege & mercantile taxes since 2013. The Administration is pleased with the collections Tri-State has done so far and this agreement contains no increase to the commission rate charged.

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.

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By: Mark W. Hill  
Director of Budget & Finance

Copies To: Mayor  
Business Administrator  
Law Bureau  
Purchasing Bureau  
Controller

Attachment: proposed resolution