



City of Bethlehem Memorandum

TO: J. William Reynolds, City Council President

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

DATE: November 30, 2017

SUBJECT: Portnoff Contract Resolution

At the November 8, 2017 City Council Meeting, the Administration withdrew the resolution that was on the agenda to have City Council approve the contract amendment with Portnoff Law Associates, Ltd. At this time, the Administration is requesting the resolution to be put on the December 5, 2017 agenda for approval by City Council.

If you have any questions or need further information please let me know.

cc: Mayor Donchez
Members of Council
D. Brong
B. Leeson
J. Spirk

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

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

Project or Contract Reference: Collection of Unpaid Real Estate Taxes and Water/Sewer Accounts

TO: City Council, all members, and Council Solicitor

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

DATE: October 19, 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 amendment 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 legal 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.....):

Not Applicable

- The name and address of the recommended attorney and firm is:

Portnoff Law Associates, Ltd.
2700 Horizon Drive
Suite 100
King of Prussia, PA 19406

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

Term extended through December 31, 2018, with renewal provision.

- Description of project or scope of services to be provided:
Collection of unpaid real estate taxes and water/sewer accounts owed to the City of Bethlehem
- 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:
Not applicable as the City doesn't pay Portnoff any amount
- Number of renewal term options and duration of each renewal, if any:
Renewal on same terms and conditions bi-annually for two year terms thereafter unless either party provides written notice of termination no later than 60 days prior to the expiration of the then current term.
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:
Not applicable as we don't pay any amount to Portnoff
- Reasons for recommendation of Administration and Council approval of contract:
Portnoff Law Associates, Ltd. has been performing collection services for the City for over fifteen years. Based on their experience and familiarity with City operations, ratification and renewal of the contract is recommended.

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: Mark W. Sh

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Director of Water & Sewer Resources
Purchasing Bureau
Controller

Attachment: proposed resolution

RESOLUTION NO. 2017-_____

Authorization for Contract or Amendment under Article 121.05(a)(1)

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 Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto to extend the Professional Services Agreement pertaining to the collection of unpaid real estate taxes and water/sewer accounts owed to the City of Bethlehem with PORTNOFF LAW ASSOCIATES, LTD through December 31, 2018, with renewal provision indicated in the supporting Recommendation of Award of Contract Amendment dated October 19, 2017.

Sponsored by: _____

ADOPTED by Council this _____ day of _____, 2017.

President of Council

ATTEST:

City Clerk