



CITY OF ALLENTOWN

No. _____

RESOLUTION

R89 - 2023

Introduced by the Administration on May 17, 2023

Authorization for Contract with PA Fire Recovery Service, LLC (PAFRS) to enhance recovery of all reasonable costs of responding to emergency incidents. Customers will pay PAFRS fifteen percent (15%) of all monies collected on their behalf through the billing efforts of PAFRS. This percentage is for incidents collected on from the Incident Report Date and for a period of 6 months after. If an incident is collected on that exceeds said condition, the Customer will pay PAFRS thirty percent (30%) of the monies collected on their behalf for incidents that fall under this period. The City shall receive the funds that are collected minus the fees for collection. The City of Allentown believes that the cost of providing emergency services should be borne partially by the individuals insurance companies; multiple bids, contract is for one (1) year and may be extended for up to an additional four (4), one (1) year renewals.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: PA Fire Recovery Service, LLC
2. Project or Contract Reference: RPF No. 2023-08 Cost Recovery Services
3. Description of Service(s): Enhance recovery of all reasonable costs of responding to emergency incidents. The City of Allentown believes that the cost of providing emergency services should be borne partially by the individuals insurance companies.

NOW, THEREFORE, BE IT RESOLVED, on this the 17th day of May, 2023, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and 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 above named contractor/consultant, for the project identified.

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RPF No. 2023-08 Cost Recovery Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Efrain Agosto, Department Head

DATE: May 5, 2023

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

X 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.

- The contract appropriation or price increase **is** included in this year's budget. This is contract is for cost recovery and therefore will be at no cost.

- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

EF Recovery, LLC: P.O. Box 590, Gig Harbor, WA 98335 - No specified percentage. Provide them with the charges and they would bill and take their fee(s) from that.

Fire Recovery USA, LLC: 2271 Lava Ridge Court, Suite 120, Roseville, CA 95661 - 22% of Gross Collected Revenue

- List the name and address of the **recommended** Contractor/Vendor, include the following:

PA Fire Recovery Service, LLC: 7260 Periwinkle Drive, Macungie, PA 18062

Contract Consideration: This will be an income generating contract.

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

On March 10, 2023, the City advertised a solicitation to establish a provider to enhance recovery of all reasonable costs of responding to emergency incidents. The City of Allentown believes that the cost of providing emergency services should be borne partially by the individuals insurance companies. On April 10, 2023, the public opening was held for which the City received three (3) proposals and were distributed to all committee members via Teams for evaluation. The technical evaluation was held on April 26, 2023. All committee members were present via Teams. The

Proposals were scored based on the RFP requirements, IBE Preference (10 Points), Proposals and Experience (25 Points), Methodology (25 Points), Timeline (15 Points), and References (15 Points). Cost proposals were opened on April 26, 2023. Proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on May 1, 2023. All scoring committee members were present via Teams. The committee members discussed the cost proposals. After discussion the committee members scored the Proposals based on Cost (20 Points). The Committee made the recommendation not to proceed with Oral interviews. The evaluation committee completed both technical and cost evaluations on the proposals. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to PA Fire Recovery LLC.

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

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

Upon written agreement, this contract may be extended for up to an additional four (4), one (1) year renewals beyond the contract expiration period.

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

N/A

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Efrain Agosto, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution