



CITY OF ALLENTOWN

No. 152

RESOLUTION

R - 2021

Introduced by the Administration on October 6, 2021

Authorization for Engagement of Professional Services Penn Credit Corporation for the Collection of delinquent Residential and Commercial Trash and Recycling Fees and Emergency Medical Services Fees The collection of delinquent fees on behalf of the City of Allentown for the Bureau of Revenue and Audit, the Bureau of Recycling and Solid Waste, and Emergency Medical Services.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code 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: Penn Credit Corporation
2. Project or Contract Reference: C08-000004-RFP No. 2021-32- Collection of Delinquent Fees
3. Description of Service(s): The collection of delinquent fees on behalf of the City of Allentown for the Bureau of Revenue and Audit, the Bureau of Recycling and Solid Waste, and Emergency Medical Services

NOW, THEREFORE, BE IT RESOLVED , on this the 6th day of October, 2021, 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.



CITY OF ALLENTOWN
Request for Approval and Recommendation of Award

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

Project or Contract Reference: C08-000004-RFP No. 2021-32- Collection of Delinquent Fees

TO: City Council, City Clerk, and Council Solicitor

FROM: Seth O'Neill, Department Head

DATE: September 23, 2021

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

Applied Business Services, 617 Soundside Road, Edenton, North Carolina
Portnoff Law Associates, Ltd., 2700 Horizon Drive, Suite 100, Kind of Prussia, Pennsylvania

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

Penn Credit Corporation, 2800 Commerce Drive, Harrisburg, PA 17110

Contract Consideration: This is a cost neutral contract

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

On August 16, 2021, the City Advertised a solicitation for proposals from qualified agencies to collect delinquent fees on behalf of the City of Allentown for the Bureau of Revenue and Audit, the Bureau of Recycling and Solid Waste, and Emergency Medical Services. On September 13, 2021, a public opening was held and all received proposals were rejected due to the fact that each proposal did not comply with the terms and conditions as set forth in the RFP. The Proposal was then re-advertised the next day on September 14, 2021, and the Public Opening was held on September 20, 2021, the City received three (3) proposals. The technical evaluation was held on September 21, 2021. All committee members were present. The Proposal submitted by one vendor was rejected due to an incomplete submission, that said vendor was only willing to provide Collection Services to the City's delinquent trash, recycling, and stormwater fee accounts excluding EMS Collections. The vendor was notified prior to the completion of the evaluation process. The two (2) remaining Proposals were scored based on the RFP requirements, Ability to meet RFP requirements (50 Points), Qualifications of Agency and Principals (10 Points), and Experience in the Field (25 Points). Penn Credit had scored the highest in the Technical Evaluation. Cost proposals were opened on September 21, 2021, 3:00 PM. Proposals were distributed to all committee members via Microsoft Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on September 22, 2021, at 11:00 AM. All committee members were present. After a detailed rate breakdown and comparison by the evaluation committee it was determined that Penn Credits' costs were lower. It was decided that every tax dollar matters but not at the cost of adding a financial burden to the taxpayers. The Committee made the recommendation to not proceed with Oral interviews/Presentations as they felt confident in deciding with the information provided in the Technical and Cost Proposals. The committee recommends award to the highest scored firm, Penn Credit Corporation.

- Contract Term:

The Contract term shall commence on December 6, 2021, 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 three (3) additional one (1) year terms.

- 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: Seth O'Neill, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution