



CITY OF ALLENTOWN

No. _____

RESOLUTION

R129 - 2025

Introduced by the Administration on October 1, 2025

Authorization for Contract with Penn Credit Corporation for collection services for past due accounts on behalf of the City of Allentown, accounts will primarily be for the Bureau of Revenue and Audit, the Bureau of Recycling and Solid Waste, and Emergency Medical Services. Three (3) proposals were received, contract shall commence on November 8, 2025 and shall be for two (2) years with three (3) additional one (1) year renewals beyond the contract expiration period.

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: Penn Credit Corporation
2. Project or Contract Reference: RFP 2025-36 Collection of Delinquent Fees
3. Description of Service(s): Provide collection services for past due accounts on behalf of the City of Allentown

NOW, THEREFORE, BE IT RESOLVED, on this the 1st day of October, 2025, 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: RFP 2025-36 Collection of Delinquent Fees

TO: City Council, City Clerk, and Council Solicitor

FROM: Bina Patel, Department Head

DATE: September 18, 2025

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:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

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.

Ability Recovery Services, LLC: 284 Main Street, Dupont, PA 18461

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

- 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 8, 2025, the City advertised a solicitation seeking a qualified and experienced collection firms with experience in providing collection services for past due accounts on behalf of the City of Allentown. Accounts will primarily be for the Bureau of Revenue and Audit, the Bureau of Recycling and Solid Waste, and Emergency Medical Services, however other routine debt accounts may be included as well. On September 5, 2025, a

public opening was held, for which three (3) proposals were received. The proposals were distributed to all committee members via Teams for evaluation. The Technical Evaluation was held on September 15, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Ability to Meet RFP Requirements (20 Points), Ability to Meet RFP Requirements (35 Points), and Experience and Qualifications (35 Points). The Cost Proposals were opened on September 15, 2025, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on September 23, 2025, all committee members were present. The committee discussed the Cost proposals (10 Points). The evaluation committee decided not to hold oral interviews for this project. They have decided based on the Technical and Cost Proposal scores. The committee is recommending award to Penn Credit Corporation.

- Contract Term:

The Contract term shall commence on November 8, 2025, and shall cease two (2) years thereafter.

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

Upon written agreement from the City, the contract may be extended for up to an additional three (3) additional one (1) year terms beyond the contract expiration period at the same annual terms of the initial term.

- 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: Bina Patel, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution