



CITY OF ALLENTOWN
Request for Approval

SUBJECT: Request for Approval by City Council of Contract Award, Service, or Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP No. 2016-27 – Third Party Management Company to Operate the Foreclosure Ordinance

TO: City Council, City Clerk, and Council Solicitor

FROM: Shannon Calluori, Department Head

DATE: September 7, 2016

On behalf of the Administration, pursuant to City Ordinances, Article 130.16, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- Check Type of Contract or Change:

X The contract was competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals. We recommend award of the contract to the bidder/proposer identified and for the reasons stated below.

The recommendation is for a price increase of 10% or more for an existing contract over \$40,000 that was previously bid and awarded under city policies.

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 engagement.

- 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. & account number):

Revenue Account #000-2930

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

Community Champions, 6767 N. Wickham Road, Suite 500, Melbourne, Florida 32940

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

One (1) year from the date of contract execution.

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

Third party property management company to operate the City of Allentown's Vacant Property Foreclosure Ordinance.

- 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:

50/50 Revenue Split of fees established by Ordinance #15026 (\$200 per property)

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

The contract may be extended for one (1) additional one (1) year term, upon mutual agreement by both parties.

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

50/50 Revenue Split

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

The City enacted Ordinance #15026, which established a foreclosed property registration process to identify a contact person to address safety and aesthetic concerns to minimize the negative impacts and blighted conditions that occur as a result of foreclosure. The City needs a third party property management company to operate the City of Allentown's Vacant Property Foreclosure Ordinance.

- Time Frame

ASAP

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: Shannon Calluori, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution