



CITY OF ALLENTOWN

No. 107

**RESOLUTION**

**R - 2017**

*Introduced by the Administration on May 3, 2017*

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**Authorization for Contract with PMA Management Corp. in the amount of \$58,650 to handle claim activity as it relates to the self-insured automobile insurance program – competitively bid, sole bidder.**

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***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/engage the services of the following named contractor/consultant, for the use and purpose indicated in supporting the Recommendation of Award of Bid or Contract dated April 26, 2017:

1. Name of Contractor/Consultant: PMA Management Corp.
2. Project or Contract Reference: RFP 2017-09
3. Description of Service(s) to be provided: The City is seeking a third-party to handle claim activity as it relates to the self-insured automobile insurance program. This includes accidents which may or may not include bodily injury or property damage.

**NOW, THEREFORE, BE IT RESOLVED** 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**

**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. 2017-09- Third Party Claims Administration Services for the Self Insured Automobile Program

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** John Marchetto, Department Head

**DATE:** April 26, 2017

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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 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. 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):

Risk Management- 081-02-8001-0001-46

- The number of any alternate quotes/bids and the names of the alternate bidders, if any.

n/a

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

PMA Management Corp., 245 Grandview Avenue, Camp Hill, PA 17011

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

The contract shall commence upon full execution and shall cease three (3) years thereafter.

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

The City is seeking a third-party to handle claim activity as it relates to the self-insured automobile insurance program. This includes accidents which may or may not include bodily injury or property damage.

- 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:

\$58,650.00

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

n/a

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

n/a

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

The City is in need of a third-party to handle claim activity as it relates to the self-insured automobile insurance program. This includes accidents which may or may not include bodily injury or property damage.

- 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.

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By: John Marchetto, Department Head

Copies To: Mayor

Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution