



CITY OF ALLENTOWN

No. 29550

RESOLUTION

R162 - 2017

Introduced by the Administration on September 20, 2017

Authorization for Engagement of Professional Services with Penn Credit Corporation for the Collection of delinquent Residential and Commercial Trash and Recycling Fees and Emergency Medical Services Fees.

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 September 8, 2017:

1. Name of Contractor/Consultant: Penn Credit Corporation
2. Project or Contract Reference: RFP No. 2017-18 Collection of Delinquent Fees
3. Description of Service(s) to be provided: Collection of delinquent Residential and Commercial Trash and Recycling Fees and Emergency Medical Services Fees.

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. 2017-18 Collection of Delinquent Fees

TO: City Council, City Clerk, and Council Solicitor

FROM: Brent Hartzell, Department Head

DATE: September 8, 2017

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:

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.

- 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. 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):

This is a cost neutral contract.

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

SourceHOV, 2701 E. Grauwylar Road, Irving, Texas 75061
Creditech, 50 N. 7th Street, Bangor, Pennsylvania 18013

Central Credit Audit, Inc., The Woodring Station, 100 North 3rd Street, Po. Box 735, Sunbury, Pennsylvania 17801

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

Penn Credit Corporation, 916 S. 14th Street, Harrisburg, Pennsylvania, 17104

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

The contract term shall be for one (1) year upon full execution of the Agreement.

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

Debt collection services for the City's Delinquent Residential and Commercial Trash and Recycling Fees and Emergency Medical Services Fees.

- 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:

This is a cost neutral contract. There is a 15% add on fee retained by the Collection Agency.

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

Upon mutual written agreement by both parties, the 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

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

The City is in need of a debt collector to collect any and all delinquent Residential and Commercial Trash and Recycling Fees and Emergency Medical Services Fees.

- 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: Brent Hartzell, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution

	Yea	Nay
Candida Affa	X	
Julio A. Guridy	X	
Daryl Hendricks, VP	X	
Roger MacLean	X	
David K. McGuire	X	
Cynthia Mota	X	
Ray O'Connell, Pres.	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 29550 was adopted by the City Council of Allentown on the 20th day of September, 2017, and is on file in the City Clerk's Office.


 City Clerk