



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: Request for Title Search Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Brent Hartzell, Department Head

DATE: January 3, 2018

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? yes X no
- Identify contract funding sources (general fund, grants, loans, etc. & account number):

General Fund: 000-02-0602-0001-46; after transfer from 000-02-0602-0001-50

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

We attempted to obtain multiple quotes but only received a response from one

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

Advanced Abstract Inc. 33 S 7th St, Allentown PA 18101

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

We will request one (1) search immediately after the funds are available, and estimate that nine (9) more searches will be necessary in 2018

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

The Revenue and Audit Bureau requires a title search to aggregate the value of all first liens, mortgages and encumbrances on a parcel of real estate located within the City. The purpose is to determine a sheriff sale minimum bid price

- 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:

\$125.00 per title search, with approximately ten (10) needed during the year

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

None

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

None

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

The Title Search services are a necessary component to exposing a parcel of real estate in extremely bad standing with the City to public auction. The municipal liens and tax claims on one of the properties exceeds \$500,000 and listing the property for sheriff sale will either bring about compliance, result in the claims being paid, or at least allow for the possibility that a new owner will return the property to productive and revenue producing use

- Time Frame

ASAP-One week from request until each search is completed; estimated ten non-consecutive weeks

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



CITY OF ALLENTOWN

No. _____

RESOLUTION

R2 - 2018

Introduced by the Administration on January 17, 2018

Authorization for Engagement of Professional Services with Advanced Abstract Inc in the amount of \$1,250 for title search services for Revenue and Audit – one response

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 January 3, 2018:

1. Name of Contractor/Consultant: Advanced Abstract Inc
2. Project or Contract Reference: Title Search Services
3. Description of Service(s) to be provided: Ten (10) Title Searches in the year 2018

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.