



**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 Stenographic Services

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

**FROM:** Brent Hartzell, Department Head

**DATE:** December 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:

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

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

We obtained an alternate quote from Veritext Legal Solutions

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

Gallagher Reporting & Video LLC, 1275 Glenlivet Dr Ste 100, Allentown PA 18106

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

Term will be for a single administrative hearing to take place the week of January 29, 2018

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

At the advice of the Solicitor's Office, obtaining the services of a stenographer to create a certified record of a tax assessment appeal hearing improves the City's position should the case move to trial court

- 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 for the attendance at the hearing, and \$3.95 for each page of the transcript. We estimate the record will be approximately one hundred (100) pages. Total estimated price is \$520.00

- 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:

N/A

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

It is important that the City's auditing arm performs multiple layers of due diligence at all stages of tax deficiency audit assessments. We have been advised by our Solicitor that the City position will be far superior if a record of all tax assessment appeal hearings is created and certified prior to any further litigation or negotiation. This will also save further legal costs.

- 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: Brent Hartzell, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution



# CITY OF ALLENTOWN

No. \_\_\_\_\_

## RESOLUTION

R1 - 2018

*Introduced by the Administration on January 17, 2018*

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**Authorization for Engagement of Professional Services with Gallagher Reporting and Video LLC for an estimated amount of \$520 for services stenographic services related to a tax assessment appeal hearing – 2 quotes**

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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 December 26, 2017:

1. Name of Contractor/Consultant: Gallagher Reporting and Video LLC
2. Project or Contract Reference:
3. Description of Service(s) to be provided: Stenographic Services for a Single Hearing

**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.