

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: Request for Approval by City Council of Contract Award or Contract Price Increase Pursuant to City Ordinance, Article 121.05 (a)

Project or Contract Reference: CD Consulting

TO: City Council, all members, and Council Solicitor

FROM: Alicia Miller Karner, Department Head

DATE: 1/3/19

On behalf of the Administration, pursuant to City Ordinances, Article 121.05, 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 \$50,000 and required to be bid under the Third Class City Code. We have advertised the above referenced project and received qualified bids. We recommend award of the contract to the bidder identified and for the reasons stated below.

The recommendation is for a price increase of 10% or more for an existing contract over \$50,000 that was previously bid and awarded under the Third Class City Code.

The contract is for 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 contract.

- Is the contract appropriation or price increase included in this year's budget? yes
no

- Identify contract funding sources (general fund, grants, loans, etc.....):
2019 CDBG Grant Funds

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

Triad Associates, Inc.
1301 W. Forest Grove Rd., Vineland, NJ 08360

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

1 year with two one year extension options.

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

Community Development consulting, including the preparation of all plans and reports for HUD compliance. Preparation of 2020 Consolidated Plan for HUD.

- 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:

\$40,800

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

Two

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

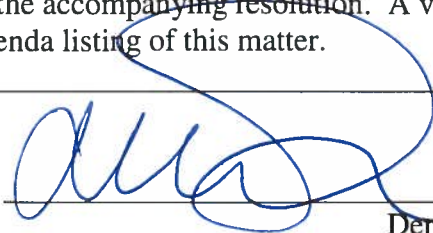
\$50,600

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

The city issued an RFP in the fall of 2018 and found Triad's response met all RFP criteria. Additionally, the city has a history of working with this company and is pleased with the level of service and price they provide.

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: _____



Department Head

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Purchasing Bureau
Controller

Attachment: proposed resolution