

**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: Printing and Mailing Services

**TO:** City Council, all members, and Council Solicitor

**FROM:** Mark W. Sivak, Director of Budget & Finance

**DATE:** February 14, 2019

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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.

X  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?  X  yes \_\_\_no
- Identify contract funding sources (general fund, grants, loans, etc.....):

General Fund	0801-42055
Water Fund	2006-42055
Sewer Fund	3003-42055

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

Level One, LLC  
3 Great Valley Parkway, Suite 100  
Malvern, PA 19355

- Term of contract or estimated completion date, subject to standard extensions:  
Three years expiring on December 31, 2021

- Description of project or scope of services to be provided:  
Printing and mailing services.
- 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:  
\$120,000 annual estimated
- Number of renewal term options and duration of each renewal, if any:  
Five additional one-year periods
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:  
\$960,000 (Estimated)
- Reasons for recommendation of Administration and Council approval of contract:  
The City has utilized Level One, LLC as its printing and mailing vendor since 2013 and overall the Administration is satisfied with the level of service received. The majority of their work involves City's real estate and water/bills. It should be noted as well that approximately \$80,000 of the estimated \$120,000 annual cost is postage.

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: Mark W. Sink  
Director of Budget & Finance

Copies To: Mayor  
Business Administrator  
Law Bureau  
Purchasing Bureau  
Controller

Attachment: proposed resolution

RESOLUTION NO. \_\_\_\_\_

Authorization for Contract or Amendment under Article 121.05(a)

BE IT RESOLVED by the Council of the City of Bethlehem that the Mayor and the Controller and/or such other City officials as deemed appropriate by the City Solicitor, are hereby authorized to 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 following named contractor, for the uses and purposes indicated in the supporting Recommendation of Award of Bid or Contract dated February 11, 2019:

1. Name of Contractor: Level One, LLC
2. Project or Contract Reference: Printing and Mailing Services

Sponsored by \_\_\_\_\_  
\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk