



**CITY OF BETHLEHEM, PENNSYLVANIA
DEPARTMENT OF POLICE**

	INTER-DEPARTMENTAL MEMORANDUM	
	TO:	City Council President Adam Waldron
	FROM:	Mark DiLuzio, Chief of Police 
	DATE:	June 25, 2019
	RE:	Recommendation of Contract Award – Lehigh County Humane Society

This recommendation concerns animal control services and needs in the City of Bethlehem that the Bethlehem Police Department are mandated and responsible for.

Those services and needs include the care, feeding, walking and other animal services, transportation, veterinary care, taking custody and /or transferring of stray dogs to a permanent animal shelter or rescue, per state law guidelines. Overall, this contract is more cost effective for what services and needs we currently have.

This contract replaces a prior contract with another animal care facility that no longer services our area and needs

After meeting with Lehigh County Humane Society officials, I am asking for City Council to approve the award of this contract.

Thank You

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:

TO: City Council, all members, and Council Solicitor

FROM: Mark A. DiLuzio, Chief of Police

DATE: June 25, 2019

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 one (1) proposal for professional services in connection with above referenced project. We recommend award of the contract to Steven G. Lowry & Associates, Inc.

- 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-Police, existing account # 42047
- The name and address of the recommended Professional Service Provider are:
Lehigh County Humane Society
640 Dixon Street
Allentown, Pa. 18103
- Term of contract or estimated completion date, subject to standard extensions:
1 year

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

Police Animal Control Services – care, feeding, walking and other animal services, transportation, veterinary care, taking custody and /or transferring of stray dogs to a permanent animal shelter or rescue

- 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:

\$20,000.00 per year

- Number of renewal term options and duration of each renewal, if any:
3 renewals, each 1 year

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

\$20,000 per year

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

Professional Service (Veterinary care/medical care) included in contract

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

RESOLUTION NO. 2019- ____

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 June 25, 2019:

1. Name of Contractor: Lehigh County Humane Society
2. Project or Contract Reference: Police Animal Control Services /
Lehigh County Humane Society Contract

Sponsored by _____

ADOPTED by Council this ____ day of _____, 2019.

President of Council

ATTEST:

City Clerk