

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: Property Registration Champions, LLC, dba PROCHAMPS

TO: City Council, all members, and Council Solicitor

FROM: Amy Burkhart, Deputy Director DCED

DATE: 1/14/2020

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.....):
Account # NA
- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:

Property Registration Champions, LLC, dba PROCHAMPS
2725 Center Place
Melbourne, FL 32940

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

Initial 2 year contract with up to 3 one year extensions

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

PROCHAMPS will cite the city's ordinance to mortgagees and proactively contact those that file a public notice of default, lis pendens, foreclosure action, and or take title to real property via foreclosure or other any legal means. Community Champions will electronically provide for registration of foreclosed properties and indicate appropriate property manager for violations of applicable city ordinances.

- 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:

Community Champions retains \$100 of each collected registration fee and remits the balance of \$100 to the city.

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

3 one year extensions.

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

Maximum dollar value is dependent on the number of registrations completed.

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

Community Champions is a recognized company that effectively collects foreclosure information for the City of Bethlehem. Community Champions electronically provides for registration of foreclosed properties and indicate appropriate property manager for violations of applicable city ordinances

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: Amy Burkhart
Deputy Director DCED

Copies To: Mayor
E. Evans
M. Sivak
Law Bureau
G. Yasso

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 January 14, 2020.

1. Name of Contractor: Property Registration Champions, LLC, dba PROCHAMPS
2. Project or Contract Reference: Foreclosure Registration Services

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20__.

President of Council

ATTEST:

City Clerk