

**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: Labor and Employment Legal Counsel

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

**FROM:** John F. Spirk, Jr., Esq., City Solicitor

**DATE:** March 9, 2022

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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 negotiated a letter of engagement for professional services in connection with above referenced project. We recommend award of the letter of engagement.

- 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.....):

See Budget Line Item 0801-42055

- The name and address of the recommended Professional Service Provider are:

Campbell Durrant, P.C.  
One Belmont Avenue, Suite 300  
Bala Cynwyd, PA 19004

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

Legal representation on an as-needed basis. The City may discontinue at any time.

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

Labor and Employment legal 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:

Estimated cost of \$100,000.00 for calendar year 2022

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

Representation on an as-needed basis. The City may discontinue at any time.

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

Estimated cost of \$100,000 per year for future calendar years

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

Determined as the most favorable option for the City based on experience and cost, and prior years of successful representation of the City as outside counsel in labor and employment matters.

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: John F. Spirk, Jr.  
Department Head

Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
Law Bureau  
Purchasing Bureau  
Controller  
Project Manager  
Attachment: proposed resolution

RESOLUTION NO. 2022-\_\_\_\_\_

Authorization for Contract or Amendment under Article 121.05(a){PRIVATE }

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 March 9, 2022.

1. Name of Contractor: Campbell Durrant, P.C.
2. Project or Contract Reference: Labor and Employment Legal Counsel

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

\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

ATTEST:

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