

**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: 2023 35 Scantek Digitizing Files

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

**FROM:** Tiffany Wismer

**DATE:** 5/18/2023

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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 a proposal for professional services in connection with above referenced project. We recommend award of the contract to: Scantek Infomanagement Solutions

- 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.....): 0302-42193
- The name and address of the recommended Professional Service Provider are:  
Scantek Infomanagement Solutions  
1100 Easton Rd.  
Willow Grow, PA 19090
- Term of contract or estimated completion date, subject to standard extensions:  
6/30/2024

- Description of project or scope of services to be provided:  
The project includes boxing and pick-up of records for transport to Scantek secure facility, scanning, indexing per specific record type, and providing the digital images and metadata on a hard drive and/or via sFTP for upload on to city's system.
- 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:  
The City of Bethlehem would like to commit to only phases one and two for 2023. It is our intention to execute a contract amendment to add services for the third phase in 2024.
 

|          |          |
|----------|----------|
| Phase 1: | \$39,958 |
| Phase 2: | \$46,655 |
| Phase 3: | \$80,107 |

\$80,000 will be budgeted in 0302-42193 and 6,613 in 0309-42047 for 2023, phase 1 & 2 services.
- Number of renewal term options and duration of each renewal, if any: NONE
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised: N/A
- Reasons for recommendation of Administration and Council approval of contract:  
Scantek is a reputable company with more than 50 years of experience. They have worked with several municipalities in the surrounding areas to digitize files. Digitizing files will create more space, organize the inventory, increase accessibility, improve new permit processing and minimize search time.

Pennsylvania Uniform Construction Code (Adopted via Ordinance 1701)

**Section 403.85. Release, retention and sharing of commercial construction records.**

- (a) A building code official shall keep records of all applications received, permits issued, reviewed building plans and specifications, certificates issued, fees collected, reports of inspections, notices and orders issued for all commercial buildings and structures under the Uniform Construction Code. A building code official shall retain these records as long as the related building, structure or equipment remains in existence.

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: \_\_\_\_\_  
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. \_\_\_\_\_

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

1. Name of Contractor: Scantek Infomanagement Solutions
2. Project or Contract Reference: Digitizing Files

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

\_\_\_\_\_

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

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

ATTEST:

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