

**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 51 Hera Property Registration Services

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

**FROM:** Laura Collins

**DATE:** 8/18/2023

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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.

- 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.....):
  - a) Consultant will pay for all expenses related to registration of all foreclosed properties, and all administrative costs and fees.
  - b) Consultant retains \$100 of each registration fee, and 33% of any late fees.
  - c) Consultant remits the balance of registrations fees and late fees collected to the community on a monthly basis
- The name and address of the recommended Professional Service Provider are:  
Hera Property Registration Services  
1900 S. Harbor City Blvd. Suite 211 Melbourne, FL 32901
- Term of contract or estimated completion date, subject to standard extensions:

12/31/2024

- Description of project or scope of services to be provided:
  - a) Proactively contact those that file a public notice of default, foreclosure action, and/or take title to real property via foreclosure or any other legal mean, within 30 days of filing said action with the clerk of courts and inform them of the need to register their property.
  - b) Routinely, systematically, and proactively review property records for the purpose of assigning and notifying responsible parties of the ordinance requirements to include recent conveyances to another party. Once all parties are identified, a repetitive and automated compliance warning notification will be provided to all parties that are linked to the property.
  - c) Provide an electronic web-based registration capability for applicants for foreclosed properties in violation of applicable City ordinances
  - d) Investigate, report, or take corrective measures to update property status of all foreclosed property electronically registered and in compliance with City ordinances, and will notify responsible parties of their responsibility to update the registration.
  - e) Provide the City online access to monthly reports listing the properties on the registry
- 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:
  - a) Consultant will pay for all expenses related to registration of all foreclosed properties, and all administrative costs and fees.
  - b) Consultant retains \$100 of each registration fee, and 33% of any late fees.
  - c) Consultant remits the balance of registrations fees and late fees collected to the community on a monthly basis
- Number of renewal term options and duration of each renewal, if any: Two, one-year renewals.
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:  
\$0.00
- Reasons for recommendation of Administration and Council approval of contract:
  - Compliance with vacant property registration ordinance (Article 1732) is a vital tool the City of Bethlehem uses to maintain a registry of abandoned, vacant, foreclosure, pre-foreclosure and real estate owned properties throughout the City of Bethlehem. Hera would provide a team of professionals that help effectively combat blight by identifying at risk properties, contacting responsible parties to register the property, and carrying out enforcement to increase compliance with the vacant property registration. Hera would establish and maintain an online property registration platform and property database to collect all of the information required by the City's ordinance. Hera will also collect property registration fees on behalf of the City, collecting a \$100.00 fee for each registration and remitting the balance of the registration fee back to the City on a monthly basis.

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  
Laura Collins

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

**RESOLUTION NO. 2023-**

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 August 18, 2023.

1. Name of Contractor: Hera Property Registration Services
2. Project or Contract Reference: 2023 51 Hera Property Registration Services

Sponsored by /s/ \_\_\_\_\_

/s/ \_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

/s/ \_\_\_\_\_  
President of Council

ATTEST:

/s/ \_\_\_\_\_  
City Clerk