

**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-Amendment 4

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

**FROM:** Laura Collins

**DATE:** 11/8/2024

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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.....):  
0302-42193
- The name and address of the recommended Contractor/Professional Service Provider:  
Scantek Infomanagement Solutions  
1100 Easton Rd.  
Willow Grove, PA 19090
- Term of contract or estimated completion date, subject to standard extensions:  
December 31, 2025
- Description of project or scope of services to be provided:

In August of 2023, the City entered into a contract with Scantek for digitizing services. The original scope of the contract did not include phases six and seven. This Amendment #4 is to:

(1) To Amend the Contract Completion Date.

(2) To amend the Scope of the Work to add Consultant services related to Phase 6 (Health Department Files) and Phase 7 (DCED Maintenance). The particulars of each phase are outlined in Consultant's proposal dated November 7, 2024 which is attached hereto and made a part hereof.

(3) To add additional funding to the Agreement, in the total amount of \$53,769.50 as follows:

- a. \$5,810.50 in additional funds shall be allocated to Phase 6 (Health Department Files).
  - b. \$47,959.00 in additional funds shall be allocated to Phase 7 (DCED Maintenance)
- 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:  
\$53,769.50
- 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:  
None
- Reasons for recommendation of Administration and Council approval of contract:  
Scantek is a reputable company providing digitizing services for over 50 years. They specialize in customized and scalable solutions. Scantek has delivered quality document imaging, secured storage and shredding for the City of Bethlehem previously.

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. 2024-\_\_\_\_\_**

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.

1. Name of Contractor: Scantek Infomanagement Solutions
2. Project or Contract Reference: 2023 35 Scantek Digitizing Files-  
Amendment 4

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

\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

ATTEST:

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