

**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: Stratix – Contract and Document Management

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

**FROM:** Dave Brong, Department Head

**DATE:** 5/11/16

---

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.....):

62011 66169

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:

Stratix Systems  
1011 N Park Rd

Wyomissing, PA 19610

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

5 years (support and maintenance)

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

Central repository for city contract documents with automated workflow for review and approval of all city documents. Services include:

Scanning to SharePoint; annual software maintenance; auto-store web client; 5 year support and maintenance; analysis design and planning; software installation and configuration; end user training; annual maintenance, support and training.

- 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:

\$21,952.00

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

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

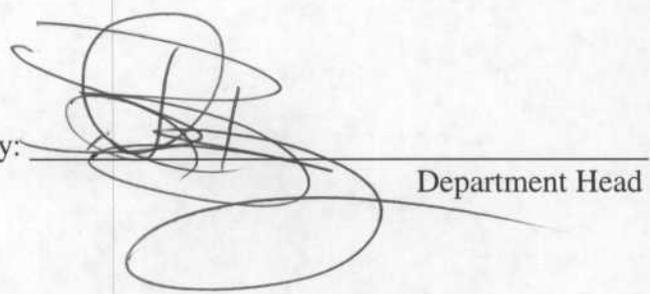
- Reasons for recommendation of Administration and Council approval of contract:

Contracts are now all in paper form and housed in Legal Bureau. Contract repository will enable all contracts to be electronic and accessed by Controller, Purchasing, etc. Contract repository will proactively alert Purchasing of contract expiration dates, termination dates, etc. All city documents requiring approval are now sent around in paper form. Document management solution will enable electronic approval and workflow, thus improving operational efficiencies, reducing labor, and ensuring timely transactions.

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:

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is highly cursive and loops around the line.

Department Head

Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
Law Bureau  
Purchasing Bureau  
Controller

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 5/11/2016 :

1. Name of Contractor: Stratix Systems
2. Project or Contract Reference: Contract and Document Management

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

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

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

ATTEST:

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