

**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: Landlord Training by CDRI

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

**FROM:** Alicia Miller Karner, Department Head

**DATE:** July 18, 2016

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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.

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? yes  
no

- Identify contract funding sources (general fund, grants, loans, etc.....):

\$7,500 from South Side Vision Neighborhood Partnership Program  
\$7,500 from Lehigh University

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

Campbell DeLong Resources, Inc.  
2627 Northeast 33rd Avenue  
Portland, Oregon 97212

- Term of contract or estimated completion date, subject to standard extensions:  
December 31, 016

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

Conducting a two day seminar for City landlords on proper tenant vetting processes, crime awareness, fair housing, eviction proceedings and City/State landlord-tenant law. Additionally, an updated training manual will be provided to the City for distribution incorporating applicable City ordinances.

- 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:

\$15,000

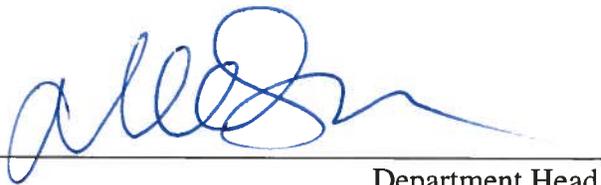
- Number of renewal term options and duration of each renewal, if any: 0
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised: 0

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

The City is confident, based on data from other municipalities that this seminar would benefit both landlords and tenants alike. As the City sees increases in rental housing, we are committed to making certain neighborhoods remain as stable, safe and welcoming as possible. Providing information to landlords on how to obtain and keep good tenants, protect tenants rights and strengthen the community in which they own property provides valuable resources to them, and benefits the greater community.

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  
Attachment: proposed resolution