

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE



SUBJECT: Recommendation of Award of Bid or Contract

Project or Contract Reference: Onsite processing of Yardwaste and Leaves

Request for Approval by City Council Under Article 121.05 (a)

TO: City Council, all members, and Council Solicitor

FROM: Alicia Karner, Department Head

DATE: 10/13/2014

The referenced contract is subject to bidding requirements under the Third Class City Code, it is a contract for professional services or the matter involves an increase in price to the City of 10% or more as described in City ordinances, Article 121.05.

- Check options that apply:

 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.

OR

 X We have received and reviewed proposals or a proposal for professional services in connection with above referenced project or requirement for professional services. We recommend award of the contract. **OR**

 We recommend amendment of an existing contract to increase the price to the City by 10% or more.

- 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.....):

Recycling Fees

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

Victory Gardens
357 West St.
Warminster, Pa 18974

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

3 Yr 07/01/2014 - 06/30/2017

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

Processing of all yardwaste and leaves into compost and mulch.
Provide 10,000 ton each of mulch and compost free to the city

- 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:

\$38,400 per yr X (3) years = \$115,200.00 for the 3 year contract.

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

5 - (1) year extensions

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

\$192,000.00

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

New Contract

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: 

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 _____:

1. Name of Contractor: Victory Gardens
2. Project or Contract Reference: Onsite processing of yardwaste and leaves

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20____.

President of Council

ATTEST:

City Clerk