

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: Biosolids Beneficial Use Program Consulting Services

TO: City Council, all members, and Council Solicitor

FROM: Edward J. Boscola, PE, Director of Water and Sewer Resources

DATE: January 2, 2019

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 a proposal for professional services in connection with above referenced project. We recommend award of the contract to Material Matters, Inc.

- Is the contract appropriation or price increase included in this year's budget? yes no

2019 Sewer Operating Fund

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

Account #3003-42055 – Professional Services

- The name and address of the recommended Professional Service Provider are:

Material Matters, Inc.
P.O. Box 224
Elizabethtown, PA 17022

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

The contract shall run from the Notice to Proceed until December 31, 2019.

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

Professional consulting services to assist the City with management of our biosolids beneficial use program in accordance with the Class B Permit issued by PaDEP.

- 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:

\$6,600

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

Five annual renewals by mutual agreement

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

\$40,000 Estimate

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

In 2017 the City obtained a Class B permit to allow for the beneficial use of bio-solids from the waste water treatment plant. Consulting services are required for ongoing review of analytical data to ensure compliance with land application requirements, and preparation of annual reports to PaDEP. Material Matters, Inc. has ample experience and expertise with these programs and was instrumental in assisting the City to obtain the Class B Permit.

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: Edward J. Boscola

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 January 2, 2019:

1. Name of Contractor: Material Matters, Inc.
2. Project or Contract Reference: Bio-solids Beneficial Use Program Consulting Services

Sponsored by _____

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

President of Council

ATTEST:

City Clerk