

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: Water Filtration Plant Zinc Orthophosphate Tank Replacement

TO: City Council, all members, and Council Solicitor

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

DATE: January 7, 2020

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 completed the necessary Waiver of Bids as this work is a replacement of a water facility equipment. 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.

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

2020 Water Capital budget

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

Account #007A-77051

- The name and address of the recommended Contractor are:

Coastal Technical Sales, Inc.
116 Keystone Drive
Montgomeryville, PA 18936
Attn. E.J. Monahan

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

The Goods and Services contract shall run for a period of 9 months from the Notice to Proceed.

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

The project is to remove an existing bulk chemical storage tank at the Water Filtration Plant and install a new tank. The tank is for the Zinc Orthophosphate.

Attached is the approved Revised Waiver of Bids.

- 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:

\$70,699.10

- 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:

\$70,699.10

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

Resolution 2019-199 was previously adopted for award of a contract to Coastal Technical Sales, Inc. (CTS) for \$59,312 for the replacement of the Zinc Orthophosphate Tank at the Water Filtration Plant. Subsequent to that approval, it was decided that a more practical phased approach would be beneficial and will allow for continued use of the existing tank until such time that the new tank is fabricated, delivered, and assembled onsite in order to minimize disruption of operations. This has resulted in the revised price as quoted above.

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. Brack

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

Attachment: proposed resolution

**City of Bethlehem
Request for Waiver of Bids/Quotes REV. 1**

Date Requested: 11/19/19 Requested By: Edward J. Boscola, P.E. (Department Head)
Amy Rohrbach (Department Contact)

Project Name or Product Service Name: Zinc Orthophosphate Tank Replacement

Recommended Vendor: Coastal Technical Sales, Inc. (CTS)

Estimated Amount: \$ 70,699.10 Budget Account Number: 007A-77051

Grant Funded Project (Yes or No): No (Includes CDBG, HUD, etc.)

I request a waiver of bidding procedures for the following lawful reasons: (check all that apply)

- Maintenance, repair or replacement of water, electric, light or other public works, provided they do not constitute new additions, extensions or enlargements of existing facilities or equipment (11 Pa.C.S.A. § 11901.4(b)(1))
- Purchase made with another political subdivision or a county, the Commonwealth of Pennsylvania (through State Contract or Costars), the Federal Government or any municipal authority (11 Pa.C.S.A. § 11901.4(b)(6))
- Personal or Professional Services (11 Pa.C.S.A. § 11901.4(b)(7)) (MUST BE APPROVED BY COUNCIL)
- State of Emergency declared by the Mayor and/or Governor (11 Pa.C.S.A. § 11901.4(b)(8))
- Only One Source Available OR Original Equipment Manufacturer (Patent or Proprietary)
- Other (Please Describe): _____

Other Supporting Comments/Documentation: This is a revised waiver of bids. After reviewing with CTS and Plant staff, it was determined that the construction would need to be phased to allow for efficient plant operations. CTS revised the quote to include this phasing, as well as the necessary bonding. Attached is the original waiver of bids as well as the revised quote.

Purchasing Review (check all that apply)	
<input checked="" type="checkbox"/> Concur with Departmental Recommendation	<input type="checkbox"/> Department Submitted Competitive Quotes
<input type="checkbox"/> Recommend Competitive Bid	<input checked="" type="checkbox"/> Contract Required (submit request to Legal)
<input type="checkbox"/> Located State/Group Contract	<input type="checkbox"/> Send to Legal for Review
<input type="checkbox"/> Located Multiple Vendors	
<input type="checkbox"/> Other _____	
<input checked="" type="checkbox"/> Comments <u>See attached documentation.</u>	
<input checked="" type="checkbox"/> Approved	
<input type="checkbox"/> Denied – Reason for Denial: _____	Purchasing Initials and Date: <u>als</u> <u>11/19/2019</u>
Controller Review	
<input type="checkbox"/> Send to Legal for Review or <input checked="" type="checkbox"/> Legal Review Not Required	
<input checked="" type="checkbox"/> Approved	
<input type="checkbox"/> Denied – Reason for Denial: _____	Controller Initials and Date: <u>EM</u> <u>11/25/19</u>
Legal Review (If requested or required)	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied – Reason for Denial: _____	Solicitor Initials and Date: _____

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 7, 2020:

1. Name of Contractor: Coastal Technical Sales, Inc.
2. Project or Contract Reference: Water Filtration Plant Zinc Orthophosphate Tank Replacement

Sponsored by _____

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

President of Council

ATTEST:

City Clerk