

**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: 2025 15 EC Applebutter Rd Pump Station Upgrades

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

**FROM:** Edward J. Boscola, P.E.  
Director of Water & Sewer Resources

**DATE:** May 28, 2025

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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:

  X   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.

- 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.....):

*Sewer Capital Fund – Account # 008A-88027*  
*ARPA- PA Small Water & Sewer Grant (Reimbursable)*

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

*Apollo Group, Inc.*  
*601 Wyoming Ave*  
*Kingston, PA 18704*

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

*Substantial Completion – October 19, 2025 (est.) | Final Completion – October 29, 2025 (est.)*

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

Complete all electrical construction work items for the Applebutter Rd Pump Station Project to provide backup power and electrical improvements to the facility. This shall include the supply and installation of a diesel backup generator, automatic transfer switch, and a power supply to the comminutor to be installed under the associated general construction contract.

- 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:

Bid Contract Amount - \$111,499.00

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

N/A

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


N/A

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

A study commissioned by the City in 2022 identified several modifications to the Applebutter Rd station which will improve its functioning and data collection capacity. Apollo Group was determined to be the lowest responsible bidder.

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  
Project Manager  
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.

1. Name of Contractor:

Apollo Group, Inc.  
601 Wyoming Ave  
Kingston, PA 18704

2. Project or Contract Reference:

2025 15 EC Applebutter Rd Pump Station Upgrades

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

\_\_\_\_\_

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

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

ATTEST:

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