

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: 2026 02 Operation of the East Allen Township Well Systems

TO: City Council, all members, and Council Solicitor

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

DATE: December 8, 2025

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 K. L. Fulford Associates, Inc.

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

2026 Water Fund Budget

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

Account 20014-42047 – East Allen Township – Departmental Contracts

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

K. L. Fulford Associates, Inc.
412 Fairview Street
Emmaus, Pa 18049

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

The contract shall run from January 1, 2026 to December 31, 2026.

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

Operation and management of the East Allen Township drinking water well systems, including 24/7 emergency call out, DEP-required data entry and CCR development.

- 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:

\$32,900

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

Two (2) additional yearly renewal options.

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

\$65,800 for 2 additional years.

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

Mr. Fulford has been the operator and manager of the East Allen Township drinking water well systems for 20+ years and has an extensive knowledge of system operation. The City wishes to retain his services. Mr. Fulford is a certified DEP water system operator.

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.



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

By: _____

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 December 8, 2025:

1. Name of Contractor: K. L. Fulford Associates, Inc.
2. Project or Contract Reference: 2026 02 Operation of East Allen Township Well Systems

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2025.

President of Council

ATTEST:

City Clerk