

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: 2026-08 DOT-Regulated Random Testing Agreement

TO: City Council, all members, and Council Solicitor

FROM: Michelle Cichocki; Director, Human Resources

DATE: December 19, 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 is required to be bid under the Third-Class City Code. We have advertised the above-referenced project and received qualified bids. We recommend awarding 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? yes no
- Identify contract funding sources (general fund, grants, loans, etc.....): General fund
- The name and address of the recommended Contractor/Professional Service Provider:

St. Luke's Hospital Occupational Medicine
152 Brodhead Road
Bethlehem, PA 18017

- Term of contract or estimated completion date, subject to standard extensions:
January 1, 2026, through December 31, 2028
- Description of project or scope of services to be provided:
Administration and compliance reporting of DOT drug and alcohol testing as mandated by the Federal Department of Transportation
- 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: \$7,000/year
- Number of renewal term options and duration of each renewal, if any: Three (3)
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised: Not to exceed \$25,000
- Reasons for recommendation of Administration and Council approval of contract:
St. Luke's Hospital currently is the only available local vendor to provide 24/7 coverage for DOT drug and alcohol testing administration. Having round the clock testing availability is necessary to provide this service to affected employees.

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: Michelle Cichocki
Director, Human Resources

Copies To: Mayor Reynolds
E. Evans
L. Lazarchak
Law Bureau
Purchasing Bureau
G. Yasso
J. Swett
Attachment: proposed resolution

RESOLUTION NO. 2025-____

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: St. Luke's Occupational Medicine
2. Project or Contract Reference: 2026 08 DOT Regulated Random Testing Agreement

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2025.

President of Council

ATTEST:

City Clerk