

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 35 Cost Allocation Plan

TO: City Council, all members, and Council Solicitor

FROM: Linnea Lazarchak

DATE: September 1, 2026

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.

 X 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 ___X___no

The contract covers the years 2027 to 2029, and the annual fees will be included in each year's budget.

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

General Fund, Water Fund, Sewer Fund

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

Maximus US Services, Inc.
808 Moorefield Park Dr, Suite 205
Richmond VA 23236

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

3 years

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

Prepare the Fiscal Year 2026, 2027 and 2028 Full Cost Allocation Plans for the City of Bethlehem.

- 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:

A fixed fee of \$13,900/per year, inclusive of all project-related expenses. Total 3-year fee is \$41,700.

- Number of renewal term options and duration of each renewal, if any: N/A
- Maximum dollar value of all renewals provided beyond the original term as if all renewals were exercised: N/A
- Reasons for recommendation of Administration and Council approval of contract:

For many years, Maximus US Services, Inc. has been an exceptionally easy-to-work-with partner who consistently delivers dependable results at a fair price point.

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: /s/ E. Evans
Department Head

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Procurement Bureau
Controller
Project Manager

Attachment: Proposed Resolution

RESOLUTION NO. 2026-_____

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: Maximus US Services, Inc.
2. Project or Contract Reference: 2026 35 Cost Allocation Plan

Sponsored by: /s/ _____

ADOPTED by Council this _____ day of _____, 2026.

/s/ _____

President of Council

ATTEST:

/s/ _____

City Clerk