



# CITY OF ALLENTOWN

No. 31024

## RESOLUTION

R30 - 2025

*Introduced by the Administration on March 19, 2025*

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Authorization for Contract with Biros Utilities, Inc. in the estimated yearly budgeted sum of \$25,200.00 to provide the rental and service of Portable Toilets on a monthly basis with cleaning/sanitizing and winterizing services. Three (3) bids were received, contract shall be for one (1) year with two (2) additional one (1) year renewals beyond the contract expiration period.

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

**WHEREAS**, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Biros Utilities, Inc.
2. Project or Contract Reference: Bid No. 2024-47 Portable Toilet Rental and Service
3. Description of Service(s): To secure a contractor to provide the rental and service of Portable Toilets on a monthly basis with cleaning/sanitizing and winterizing services.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 19<sup>th</sup> day of March, 2025, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and 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 above named contractor/consultant, for the project identified.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Cynthia Y. Mota	X	
Santo Napoli	X	
Natalie Santos	X	
Ed Zucal		
Daryl Hendricks, President	X	
TOTAL	6	0

***THIS IS TO CERTIFY, That the above copy of Resolution No. 31024 was adopted by the City Council of Allentown on the 19<sup>th</sup> day of March, 2025, and is on file in the City Clerk's Office.***

  
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 City Clerk

**SUBJECT:** Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Bid No. 2024-47 Portable Toilet Rental and Service

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Mandy Tolino, Department Head

**DATE:** March 7, 2025

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

X The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

**United Rentals (North America), Inc. (d/b/a Reliable Onsite Services):** 1435 North Maxwell Street, Allentown, PA 18109 - \$21,750.00

**Russell Reid Waste Hauling and Disposal Service Co., Inc.:** 118 Flanders Road, Westborough, MA 01581 - \$14,185.00

- List the name and address of the **recommended** Contractor/Vendor, include the following:

**Biros Utilities, Inc.:** PO Box 94 14 Schoolhouse Road, Shepton, PA 18248

Contract Consideration: Estimated yearly budgeted sum of \$25,200.00

Bid Amount \$13,545.00

Funding Source: 006-08-6761-0001-30 \$7,200  
006-08-6761-0031-50030 (Munis)  
091-08-9001-0001-30 \$6,000  
091-08-9001-0031-50030 (Munis)

000-08-0905-0002-30 \$5,000  
000-08-0905-0031-50030 (Munis)  
000-08-0709-0007-30 \$6,000  
000-08-0709-0032-50030 (Munis)  
000-08-0709-0008-0008-30 \$1,000  
000-08-0709-0033-50030 (Munis)

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

On December 18, 2024, the City advertised a solicitation to secure a contractor to provide the rental and service of Portable Toilets on a monthly basis with cleaning/sanitizing and winterizing services. On January 15, 2025, there was a public opening held for which three (3) bids were received. Upon review of the bids, it was determined to award to the lowest bidder, Biros Utilities, Inc.

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

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

Upon written notification, this contract can be extended for two (2) additional one (1) year terms beyond the contract expiration period.

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

Estimated yearly budgeted sum of \$25,200.00 per contract renewal year, contract sum totaling \$75,600.00 if all renewals are utilized.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

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By: Mandy Tolino, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution