



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R99 - 2025**

***Introduced by the Administration on August 6, 2025***

---

**Authorization for Contract increase to the estimate yearly sum increase from \$25,200.00 per contract year to \$45,000.00 per contract year, that was previously Bid and Awarded under City Policies, with Biros Utilities, Inc. to provide rental and services of portable toilets on a monthly/as needed basis with cleaning/sanitizing and winterizing services.**

---

***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 increase the contractual sum of the previously awarded agreement with the following named contractor/consultant, for the use and purpose indicated in supporting the Recommendation of Award or Contract dated June 18, 2025:

1. Name of Contractor/Consultant: Biros Utilities, Inc.
2. Project or Contract Reference: Contract 247 – Portable Toilets Bid
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 6<sup>th</sup> day of August, 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.

**SUBJECT:** Request for Approval by City Council of Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Contract 31 – Parks Facility Preliminary Design

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

**FROM:** Mandy Tolino, Department Head

**DATE:** July 25, 2025

---

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

- This recommendation is for a contract consideration increase of 10% or more for an existing contractual sum. Said contract was previously bid and awarded under city policies.
- The contract appropriation or price increase **is** included in this year's budget
- 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**

At this time, the department is requesting to increase the contract yearly estimated sum from \$25,200.00 to \$45,000.00 per contract year. This is due to bid costs are higher than originally budgeted for. This is to correct the accounts for each dept utilizing this bid.

Funding Source: 000-08-0709-0031-50030  
000-08-0709-0032-50030  
000-08-0709-0033-50030  
091-08-9001-0031-50030  
000-08-0905-0034-50031  
006-08-6761-0031-50030

- Description of project or scope of services to be provided and why is an increase needed:

On June 18, 2025, both parties mutually agreed and entered into an agreement that the contractor shall provide the rental and services of portable toilets on a monthly/as needed basis with cleaning/sanitizing and winterizing services. At this time, the department would like to increase the estimated yearly sum from \$25,200.00 to \$45,000.00 estimated yearly sum. This is dues to cost being higher than originally budgeted for.

- List the current Contract Term and if an increase is needed:

The Contract term commenced on June 18, 2025 and shall cease one (1) year thereafter expiring one June 17, 2026.

- 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:

N/A

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

---

By: Mandy Tolino, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution