



City of Grand Island

Tuesday, September 25, 2018

Council Session

Item G-12

**#2018-284 - Approving Change Order No. 2 for CDBG Contract
2016-4 Small Business Rental Assistance**

Staff Contact: Amber Alvidrez

Council Agenda Memo

From: Amber Alvidrez, Community Development Division

Meeting: September 25, 2018

Subject: Approving Change Order No. 2 for CDBG Contract #2016-4 – Small Business Rental Assistance Program

Presenter(s): Amber Alvidrez, Community Development

Background

The City Council awarded a contract, in the amount of \$35,000, for the CDBG-funded Small Business Rental Assistance Program, to the Downtown Business Improvement District (BID) on December 13, 2016 via Resolution No. 2016-304. The contract was fully executed on December 15, 2017. A Change order was approved by City Council on July 25, 2017 to change the original contract amount of \$35,000 by awarding an additional \$75,000 with a total of \$110,000.00.

Any changes to the contract require council approval.

Discussion

The Community Development Division is proposing a change to the contract with the Downtown BID. The proposed change is a time extension request, which reflects additional time needed to award the prior funding increase. The original completion date for the contract was June 15, 2018 with a Change Order date of September 30, 2018 and it is being extended to December 31, 2020.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve Change Order #2 for CDBG Contract #2016-4 – Small Business Rental Assistance Program
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve Change Order No. 2 for CDBG Contract #2016-4 – Small Business Rental Assistance Program.

Sample Motion

Move to approve Change Order No. 2 for CDBG Contract #2016-4 – Small Business Rental Assistance Program



Change Order #2

PROJECT: Small Business Rental Assistance Program (2016-4)

CONTRACTOR: Downtown Business Improvement District

AMOUNT OF ORIGINAL CONTRACT: \$35,000

CONTRACT START DATE: December 15, 2016

Revision #1 – Contract Extension date

Notice to Proceed Date ----- January 6, 2017

Original Completion Date ----- June 15, 2018

Revised Completion Date ----- December 31, 2020

Contractor Downtown Business Improvement District

By _____ **Date** _____

Title _____

CITY OF GRAND ISLAND, NEBRASKA

By _____ **Date** _____
Mayor

Attest _____
City Clerk

RESOLUTION 2018-284

WHEREAS, on December 13, 2017 by Resolution No. 2016-304, City Council awarded a contract, in the amount of \$35,000, for the CDBG-funded Small Business Rental Assistance Program, to the Downtown Business Improvement District (BID); and

WHEREAS, Community Development Division staff has worked closely with the Downtown Business Improvement District and acknowledges the need for said contract changes; and

WHEREAS, there will be a budget change from \$35,000 to \$110,000, reflecting an increase of \$75,000; and

WHEREAS, an extension from September 30, 2018 to December 31, 2020 is necessary in order to complete the project; and

WHEREAS, the Community Development Division supports said contract extension.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the Mayor be, and hereby is, authorized and directed to execute Change Order No. 2 for CDBG Contract #2016- 4 – Small Business Rental Assistance Program

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Adopted by the City Council of the City of Grand Island, Nebraska, September 25, 2018.

Jeremy L. Jensen, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☐ _____
September 21, 2018	☐ City Attorney