

MEMORANDUM

To: City Manager Guetschow, Mayor Lewis and City Council
From: Ginger Terpstra, City Clerk, CMMC
Subject: Contract Change South Stairwell
Date: October 7, 2016

As you are aware, this project was bid out in May with only one bid being received. The north stairwell has been completed and the south stairwell was started in August; however, the contractor has been terminated due to the work not being performed in a timely manner.

During the heavy rains a couple of weeks ago, the roof in the north stairwell started leaking causing damage to the newly painted walls, which needs to be repaired.

It is important that both stairwells be open for utilization and safety during the November 8 election. As time is of the essence, I have received a contractor's quote to complete the south stairwell for \$13,115, as well as, make the necessary repairs in the north stairwell for \$3,497. If approved at the October 10 meeting as an expedited resolution, the work can be completed by Election Day.

The total cost of \$16,612 will partially be covered by the \$6,300 remaining from the original projects budgeted amount. The remaining \$10,312 will come from the \$19,540 originally budgeted for the second floor window project which has been postponed. In addition, damage to the north stairwell has been turned into the city's insurance company. The repair costs are expected to be covered to some extent.

Therefore, I respectfully request that the City Council understand the need to complete the stairwell project and repairs as soon as possible, so that both stairwells are usable for safety reasons during the November 8 election and adopt expedited Resolution No. 2016-115 to authorize the contractor change for the south stairwell project and north stairwell repairs.