

City of Bristol, CT – ARPA
Request for Change in Project Work Plan/Budget
Submit to UHY for Review – UHY will forward to City
Requests may take up to 30 days for review & decision.

Subrecipient Name: Thomas C. Zipp, LLC

Total ARPA awarded: \$60,000 (BBGP) + \$60,000 (subrecipient match) = \$120,000

Category of Change *(mark all that apply):*

- Extend Project Completion Date
- Move more than 10% of Project Budget Line-Item expense to other Line-Item expense
- Revise Work Plan & Budget
- Cancel Agreement/Return ARPA funds to City
- Other change to Project

Describe requested change (limit to 200 words):

Based on the in-process competitive bids we are receiving for our existing proposed project combined with our immediate needs at our Center Street properties, we would like to add the following improvement to our scope of work:

Roof replacement at 139 Center Street – front high bay building (20,000 sq ft building footprint). This portion of the building has concrete roof tiles which vibrate with the adjacent train traffic which then requires constant roof repairs. Two applications of a commercial silicone spray over the existing roof will provide a flexible roof sealant with a 20-year life.

Although we are awaiting final bids, we anticipate being able to complete both this roof replacement (for approx. \$40,000+) and our existing project to construct a safe and effective truck turnaround, widen existing driveway and install safety fencing (for approx. \$80,000).

If requesting change in budget, complete attached Budget form.

Thomas C. Zipp
Type Name of Authorized Officer or Employee

11/6/23
Date Submitted

For City Use:

Reviewed by: Council/Task Force City Staff

Date of Review & Summary Comments:

Decision: Approved Denied Approved by _____
 Date Subrecipient notified of Decision: _____
Typed Name of City official/Staff

Project Revised Budget Request

Category of Expenditure	Previous Approved Budget	Revised Budget	% change (Revised/Previous)
<i>Personnel (salaries – W2)</i>	\$	\$	
<i>Fringe Benefits (as eligible under §200.430 of Uniform Guidance)</i>	\$	\$	
<i>Contracted workers (1099)</i>	\$	\$	
<i>Conferences/Travel (must use GSA.gov travel rates)</i>	\$	\$	
<i>Equipment (over \$5,000 per item)</i>	\$	\$	
<i>Office/ Project Supplies under \$5,000 per item</i>	\$	\$	
<i>Contracts for non-personnel expense</i>	\$120,000	\$120,000	0%
<i>Construction/Renovation supplies</i>	\$	\$	
<i>Rent/Utilities</i>	\$	\$	
<i>Land acquisition</i>	\$	\$	
<i>Property, Liability & other insurance</i>	\$	\$	
<i>Contract for auditing & accounting services</i>	\$	\$	
<i>Other (see below)</i>	\$	\$	
TOTAL	\$120,000	\$120,000	0%

If OTHER category of expense exceeds \$50,000, you must provide detail below:

Description of Item/Service - OTHER	Projected Cost

