

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Please mark one: ☐ Bill Request or ☒ Resolution Request Date of Request: 4/23/2025

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

☐ Yes ☒ No

1. Type of Request:

☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment

☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change

☐ Other:

2. Title: (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves a Master Purchase Order with Staples Contracts & Commercial, LLC for \$2,400,000.00 through 2-2-2030 for general office supplies and janitorial supplies, citywide and including Denver International Airport (SC-00010008).

3. Requesting Agency: General Services

4. Contact Person: Please reach out to both Brenda Hannu and Elizabeth Hewes.

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Elizabeth Hewes and Brenda Hannu	Name: Elizabeth Hewes and Brenda Hannu
Email: elizabeth.hewes@denvergov.org and Brenda.hannu@denvergov.org	Email: elizabeth.hewes@denvergov.org and Brenda.hannu@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:
(who, what, why)

This Master Purchase Order is to provide general office and janitorial supplies for City employees.

6. City Attorney assigned to this request (if applicable): Brian Martin

7. City Council District: Citywide

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):
Master Purchase Order

Vendor/Contractor Name (including any dba's): Staples Contract & Commercial, LLC

Contract control number (legacy and new): SC-00010008

Location: Citywide

Is this a new contract? ☒ Yes ☐ No **Is this an Amendment?** ☐ Yes ☒ No **If yes, how many?** _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): contract term date 2/2/2030

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$2,400,000		\$2,400,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
2/2/2030		2/2/2030

Scope of work:

This Master Purchase Order is to provide general office and janitorial supplies for City employees.

Was this contractor selected by competitive process? Yes, through Sourcwell contract #070924 **If not, why not?**

Has this contractor provided these services to the City before? ☒ Yes ☐ No

Source of funds: General funds

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☒ N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? N/A

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Date Entered: _____