

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 8/24/2020

Please mark one:  Bill Request or  Resolution Request

## 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.)

Amends a purchase order to extend the rental of shower facilities through 12/31/20 at the Denver Coliseum auxiliary shelter for people experiencing homelessness.

## 3. Requesting Agency: Department of Housing Stability

## 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Laura Brudzynski	Name: Laura Brudzynski
Email: <a href="mailto:laura.brudzynski@denvergov.org">laura.brudzynski@denvergov.org</a>	Email: <a href="mailto:laura.brudzynski@denvergov.org">laura.brudzynski@denvergov.org</a>

## 5. General description or background of proposed request. Attach executive summary if more space needed:

Amends a purchase order for the rental of mobile shower trailers from OKS Cascade Company LLC including standard and ADA accessible showers for guests accessing the Denver Coliseum. This amendment applies to a second purchase order with OKS Cascade Company. The amendment to this purchase order was initiated in order to extend the timeline of shower trailer rental and to reflect changes to the quantity of showers procured.

- a. **Contract Control Number:** PO-00087923
- b. **Duration:** 6/3/2020 – 12/31/2020
- c. **Location:** Denver, CO
- d. **Affected Council District:** District 9
- e. **Benefits:** Sets up the Denver Coliseum as auxiliary shelter to support people experiencing homelessness.
- f. **Costs:** Adds \$245,960 for a new PO total of \$976,495

## 6. City Attorney assigned to this request (if applicable): Jen Welborn

## 7. City Council District: District 9

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

### Key Contract Terms

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number:

Date Entered: \_\_\_\_\_

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

**Vendor/Contractor Name:** OKS Cascade Company LLC

**Contract control number:** PO-00087923

**Location:** 1429 Ave. D #166, Snohomish, WA 98290

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?** Second amendment

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**

Purchase order #00087923 originally approved through 7/15/20.

Amendment #1: Extended purchase order through 8/10/20.

Amendment #2: Extends purchase order through 12/31/20.

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$730,535	\$245,960	\$976,495

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
6/3/2020-8/10/2020	4.5 months	12/31/2020

**Scope of work:**

Amends a purchase order for the rental of mobile shower trailers from OKS Cascade Company LLC including standard and ADA accessible showers for guests accessing the Denver Coliseum. This amendment applies to a second purchase order with OKS Cascade Company. The amendment to this purchase order was initiated in order to extend the timeline of services and to reflect changes to the quantity of showers procured.

**Was this contractor selected by competitive process?** No **If not, why not?** Emergency Procurement

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

**Source of funds: General Funds**

Spend Category: S00000042 – Leases and Rentals – Not Capital

Cost Center: 2500100 Cash Risk & Capital Funding – Cash Management

Fund: 01010 General Fund

**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?** None

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Date Entered: \_\_\_\_\_

## Executive Summary

The standing up of auxiliary shelters at the National Western Complex and the Denver Coliseum has included shower facilities for guests to access. The Denver Emergency Operations Center procured the rental of many shower stalls that are housed within portable trailers. These trailer units, which include standard and ADA accessible stalls, have been rented from OKS Cascade Company LLC, a company based in Snohomish, Washington.

A total of 112 shower stalls were originally procured from OKS Cascade Co. through PO#00085939, which was previously approved by City Council. This PO provided rental through May 31, 2020 of 18 trailer units providing 106 standard stalls and 6 ADA accessible stalls. Detail of shower trailer quantity is as follows:

- 12 - 8 Stall Mobile Shower Trailers (96 standard stalls)
- 3 - Single Stall ADA Shower Trailers
- 1 - 6 Stall Shower Trailer (1 ADA stall / 5 standard stalls)
- 1 - 5 Stall Shower Trailer (1 ADA stall / 4 standard stalls)
- 1 - 2 Stall Shower Trailer (1 ADA stall / 1 standard stalls)
- Total number of units - 18

As operations continued at auxiliary shelters this summer, the EOC assessed usage of the stalls and determined that a reduction in the number of stalls could be implemented. It was determined that this reduction would not impact guest access, and the city would benefit from a reduction in rental cost.

A secondary PO, #00087923, was initiated June 3, 2020, in the amount of \$359,310. This PO provided for the rental of 10 trailer units, providing 58 standard stalls and 4 ADA accessible stalls, through July 15, 2020. Detail of the shower quantity is as follows:

- 8-Stall Mobile Shower Trailers - Qty. 6
- Single Stall ADA Shower Trailers - Qty. 1
- 6-Stall Shower Trailer (1 ADA stall / 5 standard stalls) - Qty 1
- 5-Stall Shower Trailer (1 ADA stall / 4 standard stalls) - Qty 1
- 2-Stall Shower Trailer (1 ADA stall / 1 standard stalls) - Qty 1

An amendment to this PO providing additional funds of \$371,225 was approved by City Council on August 17, 2020, extending the shower trailer rental through August 10, 2020.

While a PO amendment was just recently approved by City Council, please note that billing amounts were not available at that time to allow for PO extension through the end of the year. Additionally, the previous amendment covered shower rental for two facilities (National Western Complex and Denver Coliseum), whereas this amendment covers shower rental at just the Denver Coliseum site.

The Departments of Housing Stability and General Services are now seeking an extension to this PO through December 31, 2020, in the amount of \$245,960, to allow for rental of 21 standard stalls and 2 ADA accessible stalls. All shower stalls are for use at the Denver Coliseum location, and configuration of the shower quantity has been adjusted as follows:

- 8-stall Mobile Shower Trailers – Qty. 2
- 5-stall shower trailer (1 ADA stall / 4 standard stalls) – Qty. 1
- 2-stall shower trailer (1 ADA stall / 1 standard stall) – Qty. 1

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