

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

Date of Request: 05/16/24

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 lease agreement with Worldwide Flight Services, Inc by removing 63.5 square feet of space in the Main Terminal and adding a total of 672.1 square feet of space on the ramp level of Concourse A to provide ground handling services for 9 airlines at Denver International Airport (DEN) (Legacy: 202160323; Amendment: PLANE-202473225).

3. **Requesting Agency:** Department of Aviation

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: George Karayiannakis, SVP Airline and Commercial Affairs	Name: Kevin Forgett, Manager of Legislative Affairs
Email: George.Karayiannakis@flydenver.com	Email: Kevin.Forgett@flydenver.com

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

This is an amendment to the Office Space Lease agreement between Worldwide Flight Services Inc. (WFS) and Denver International Airport (DEN). This amendment will remove 63.5 sq ft of space in the Main Terminal and add a total of 672.1 sq ft of space on the ramp level of Concourse A. WFS currently has an agreement that expires April 24, 2025 which may be extended for two additional one-year periods.

6. **City Attorney assigned to this request (if applicable):** Ema Medic

7. **City Council District:** District 11

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): Lease of Real Property

Vendor/Contractor Name (including any dba's): Worldwide Flight Services, Inc. (WFS)

Contract control number: Legacy Contract: PLANE-202160323; Amendment: PLANE-202473225

Location: Denver International Airport

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** _01_

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): Existing Term Date: April 25, 2022 to April 24, 2025 with 2 one-year extension options

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

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
Rates and Charges	N/A	Rates and Charges

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3 years	N/A	3 years; April 25, 2022 to April 24, 2025 with 2 one-year extension options

Scope of work:

To amend the current lease of WFS's Office Space Lease. WFS is a ground handler that services 9 airlines at DEN and the addition of two rooms in Concourse A is necessary for their expanding operations, with the addition of four new airlines. WFS will use their leased space as break rooms for ramp and cleaning personnel as well as storage for supplies and equipment.

Was this contractor selected by competitive process? NO **If not, why not?** This procurement qualifies for exception under Memorandum No. 8B and will not be competitively procured.

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

Source of funds: Revenue

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

No goals were assigned to this project due to Executive Order 8, Memorandum No. 8B

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

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

Who are the subcontractors to this contract? N/A

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