

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: 11/15/2024

Please mark one: Bill Request or Resolution Request

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: Approves non-financial revenue contract with US Bank National Association for the city's Commercial Card Program, for procurement cards, travel cards, and virtual cards to continue city transactions for procurement, travel, and vendor payments through 2029 with three one-year options to renew. (FINAN-202368439)

3. Requesting Agency: Department of Finance

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: William Riedell	Name: Carolina Flores
Email: William.riedell@denvergov.org	Email: Carolina.flores@denvergov.org

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

The city's commercial card program is facilitated through US Bank, which allows city personnel to utilize procurement cards, travel cards and virtual cards. The procurement cards provide a more efficient purchasing and payment option that can be used for non-recurring purchases of goods for up to \$2,000. All purchases come from the existing appropriated agency budget. Travel cards provide a more efficient purchasing and payment options for airfare, hotel and transportation. Virtual cards are a new program for 2025, which will provide for virtual credit card numbers that can be used to pay a vendor rather than using check or Automated Clearing House (ACH).

6. City Attorney assigned to this request (if applicable): Laurie Heydman

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): non-financial agreement

Vendor/Contractor Name (including any dba's): US Bank National Association

Contract control number (legacy and new): FINAN-202368439

Location: n/a

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): 1/1/2025 – 12/31/2029 with three one-year options to renew

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)
n/a	n/a	n/a

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2025 – 12/31/2029	n/a	n/a

Scope of work: The products included in this non-financial agreement are purchasing cards, travel cards and virtual cards. There is an anticipated annual spend of up to \$130,000,000 through existing appropriated agency budgets, resulting in the potential rebate of \$350,000 for the commercial card program and \$1,000,000 for the virtual card program.

Was this contractor selected by competitive process? Yes **If not, why not?** _____

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

Source of funds: n/a

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____