

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto: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: 2/4/2025

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 Imperial Bag & Paper CO LLC, dba Western Paper Distributors, Inc. for \$20,000,000.00 with an end date of 01-27-2030 to provide janitorial and cleaning supplies to City agencies, including DEN, citywide (SC-0001038).

3. **Requesting Agency:** General Services, Purchasing Division

### 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: Elizabeth Hewes	Name: Elizabeth Hewes
Email: <a href="mailto:elizabeth.hewes@denvergov.org">elizabeth.hewes@denvergov.org</a>	Email: <a href="mailto:elizabeth.hewes@denvergov.org">elizabeth.hewes@denvergov.org</a>

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

To provide janitorial and cleaning supplies to City agencies, including DEN.

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):**  
Imperial Bag & Paper CO LLC, dba Western Paper Distributors, Inc.

**Contract control number (legacy and new):**  
SC-0001038

**Location:**  
Denver, CO

**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):**  
Through 1/27/2030

**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>
\$20,000,000		\$20,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Through 1/27/2030		1/27/2030

**Scope of work:**

To provide janitorial and cleaning supplies to City agencies, including DEN.

**Was this contractor selected by competitive process?** Yes, through Colorado State Price Agreement #196448 **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):** NA

**Who are the subcontractors to this contract?** NA

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