

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

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

Date of Request: 11/15/2019

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.)

Approves a Master Purchase Order Agreement with Output Services Inc. for printing and mailing of Department of Motor Vehicles renewal notices integrated with the Colorado Department of Revenue DRIVES system database, and related official notices as needed.

3. **Requesting Agency:** Motor Vehicle Division/ Department of Finance

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jeff Wylde, CPPB Senior Purchasing Analyst	Name: Linda Shelton, Director of DMV, Jason Salazar, Deputy Director of DMV
Email: Jeffrey.wylde@denvergov.org	Email: linda.shelton@denvergov.org ; Jason.salazar@denvergov.org
Phone: 720.913.8157	Phone: 720.865.4608

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

In 2018 the State of Colorado Department of Revenue implemented a centralized DMV database registry known as DRIVES. Cities and Counties were given the option of using the Colorado Department of Personnel and Administration Integrated Document Systems or soliciting a 3rd party provider, based on Municipal-oriented renewal notices printing needs (customized messaging space, etc.). The City and County of Denver opted to re-solicit for these services to include City-specific services information and allow for occasional custom notice mailers.

6. **City Attorney assigned to this request (if applicable):** Steve Hahn

7. **City Council District:** All

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: RR19 1287

Date Entered: _____

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):
Goods and Services: printing and mailing of DMV renewal data-mailer notices.

Vendor/Contractor Name: Output Services, Inc.

Contract control number: SC-00004415

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):
January 1, 2020 though December 31, 2022 plus two optional 1-year renewal extensions; not to exceed 5 years in aggregate.

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)
\$1,500,000.00		\$1,500,000.00

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

Scope of work:
Supplier conducts data interfaces with CDOR-DRIVES system, prints and mails monthly DMV renewal notices to registered vehicle owners throughout the City and County of Denver.

Was this contractor selected by competitive process? Yes, RFP-0721 **If not, why not?**

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

Source of funds: Motor Vehicle Division/ Department of Finance; tax revenues from vehicle registrations

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):
Note: Supplier is in process of registering with DEDO as SBE

Who are the subcontractors to this contract? N/A

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