

ORDINANCE/RESOLUTION REQUEST

All fields must be completed.
Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: 12/14/2016

Please mark one: [] Bill Request or [X] Resolution Request

1. Has your agency submitted this request in the last 12 months?

[] Yes [X] No

If yes, please explain:

2. Title: Hotel Transit Center (HTC) Baggage Handling Service (201629746)

3. Requesting Agency: Department of Aviation

4. Contact Person: (With actual knowledge of proposed ordinance/resolution.)

- Name: Aaron Barraza
Phone: (303) 342-2261
Email: Aaron.Barraza@flydenver.com

5. Contact Person: (With actual knowledge of proposed ordinance/resolution who will present the item at Mayor Council and who will be available for first and second reading, if necessary.)

- Name: Neil Maxfield
Phone: (303) 342-2574
Email: Neil.Maxfield@flydenver.com

6. General description of proposed ordinance including contract scope of work if applicable: The DEN Baggage delivery service will partner with our operating Airlines to provide complimentary bag check-in. Customers will check their bag(s) at the ticket counter located at DEN's train platform and operator shall transfer bags via vehicle from train platform location to induction points at the main terminal. Operator shall print boarding passes for participating airlines. The hours of operation will be 6:00am-6:00pm and may vary to meet the needs of the traveling public. Bag drop cut-off time will be no less than ninety (90) minutes and no more than four (4) hours prior to scheduled departure time

- a. Contract Control Number: 201629746
b. Duration: 3 years
c. Location: DEN
d. Affected Council District: 11
e. Benefits: The Hotel and Transit Center (HTC) Bag Drop program provides a convenient and time-saving amenity for domestic passengers flying on participating airlines. Passengers will be able to check bags and receive boarding passes on Level 1 of the train platform instead of maneuvering to Level 6 of the Main Terminal airline check-in counters.
f. Costs:

Table with 3 columns: Current Contract Amount (A), Additional Funds (B), Total Contract Amount (A+B). Values: 2,997,006.48, 0, 2,997,006.48

Table with 3 columns: Current Contract Term, Added Time, New Ending Date. Values: 11-22-2016, 0, 11-22-2019

- g. Date Goals Assigned: No Goals were assigned.
h. Goals: N/A

7. Is there any controversy surrounding this ordinance?

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Key Contract Terms

Type of Contract:

Professional Services > \$500K Lease Design or Construction for airport improvements > \$5M
 Grant IGA Sale of Real Property Sale of Personal Property

Vendor/Contractor Name: Baggage Airline Guest Services, Inc.

Contract control number: 201629746

City's contract manager: Pamela Dechant

Was this contractor selected by competitive process? Yes, RFP process

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

Term/Duration of contract/project: 3 years

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Renewal terms: N/A

Purpose: The Hotel and Transit Center (HTC) Bag Drop program provides a convenient and time-saving amenity for domestic passengers flying on participating airlines. Passengers will be able to check bags and receive boarding passes on Level 1 of the train platform instead of maneuvering to Level 6 of the Main Terminal airline check-in counters.

Cost/value: \$2,997,006.48

Source of funds: DEN O&M

Benefit: The Hotel and Transit Center (HTC) Bag Drop program provides a convenient and time-saving amenity for domestic passengers flying on participating airlines. Passengers will be able to check bags and receive boarding passes on Level 1 of the train platform instead of maneuvering to Level 6 of the Main Terminal airline check-in counters.

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? There are no subcontractors. N/A

Location: DEN

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____