

# 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: 05/24/2021

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:** An agreement to lease 112.6 square feet of space to ISS, Inc. to support their operations at DEN.

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

## 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: George Karayiannakis	Name: Rachel Marion
Email: George.Karayiannakis@flydenver.com	Email: Rachel.Marion@flydenver.com

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

This agreement is to lease 112.6 sq. ft. of space to ISS to support their operations. This request is for an office space agreement at Denver International Airport (DEN) to support ISS Inc. (ISS). ISS will pay DEN rates and charges. This space is needed to support ISS's staff in conducting interior aircraft cleaning at DEN.

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\*\***

## Key Contract Terms

**Type of Contract:** New contract

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: RR21 0639

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

Vendor/Contractor Name: ISS, Inc.

Contract control number: 202056284

Location: Denver International Airport

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): Two years with two one-year extensions.

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)
Rates and Charges	N/A	Rates and Charges
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
	N/A	

Scope of work: This request is for a support space agreement for office space in the Concourse A at Denver International Airport (DEN) to support operations for ISS, Inc.

Was this contractor selected by competitive process? No

If not, why not? Support space leases by their nature are not selected competitively because the lease is ancillary to and in support of an existing contract which has been submitted to City Council for approval.

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

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

Who are the subcontractors to this contract? N/A

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 0639

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