

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: 1/13/2022

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.)

Amends a contract with Lewan & Associates, Inc. by extending the term by two years for continual use and support of the City's Managed Print Services Program; no change in contract amount

3. **Requesting Agency:** Technology Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jim Balogh	Name: Joe Saporito
Email: jim.balogh@denvergov.org	Email: joseph.saporito@denvergov.org

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

Lewan & Associates was awarded an RFP to implement and support a Managed Print Services program for the City and County of Denver's office printing needs in 2014. This program has been successful but has come to the end of its term. Technology Services has finalized its analysis of other Managed Print Services and has put in place a new contract which started at the beginning of 2022. The City currently has approximately 900 multifunction printing devices that were put in place under the Lewan & Associates Managed Print Services program. Technology Services has begun to replace these machines with new machines. As these new machines are placed, they will fall under the new contract. As this replacement process will take approximately a year and a half, the Lewan & Associates contract needs to be extended so Agencies can continue to use them and pay for them. Once all machines have been replaced, the Lewan & Associates contract can expire. No new products or services can be purchased under this contract. It is solely being extended for payment purposes.

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

7. **City Council District:** N/A - Citywide

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Standard Expenditure contract exceeding \$500,000

Vendor/Contractor Name: Lewan & Associates, Inc.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR22 0097

Date Entered: _____

Contract control number: TECHS-202261728

Location: Citywide

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

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Current Term: 10/1/2014 – 9/31/2021 Proposed term: 10/1/2014 – 9/30/2023 Duration: 9 years

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$15,000,000	N/A	\$15,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
10/1/2014 – 9/31/2021	Two Years	9/30/2023

Scope of work:

Vendor will continue to support the multifunction printing devices located at various locations throughout the City.

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: Technology Services Operational Funds

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

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