

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at 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: 4/23/2025

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 Mittera Group, Inc for \$5,000,000.00 through 5-31-2030 for printing and mailing services, citywide (SC-00010277).

3. **Requesting Agency:** General Services

4. **Contact Person:** Please reach out to both Brenda and Elizabeth

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Elizabeth Hewes and Michael Encias	Name: Elizabeth Hewes and Brenda Hannu
Email: elizabeth.hewes@denvergov.org and Michael.encias@denvergov.org	Email: elizabeth.hewes@denvergov.org and Brenda.hannu@denvergov.org

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

Provide comprehensive printing and mailing service for all City Agencies to use. The comprehensive printing and mailing services include but not limited to the printing and mailing of W2's, Tabor Notices, and tax statements. This award has a 5% W/MBE goal determined by the Division of Small Business Opportunity (DSBO).

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):
Mittera Group, Inc

Contract control number (legacy and new):
SC-00010277

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): term 5/31/2030

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)
5/31/2030		5/31/2025
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
\$5,000,000		\$5,000,000

Scope of work:

Provide comprehensive printing and mailing service for all City Agencies to use. The comprehensive printing and mailing services include but not limited to the printing and mailing of W2's, Tabor Notices, and tax statements. This award has a 5% W/MBE goal determined by the Division of Small Business Opportunity (DSBO).

Was this contractor selected by competitive process? Yes, RFP 11029A - 2025 **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): N/A

Who are the subcontractors to this contract?

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Date Entered: _____