

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

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

Date of Request: 12/11/2012

Please mark one: Bill Request or Resolution Request

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

Yes No

If yes, please explain:

2. **Title:** (Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)

This is a request for contract execution for HSS, Inc. (contract #201208834) to provide queue and line management services at the three security screening checkpoints at Denver International Airport. The contract also provides security bins for the thirty security lanes, with an advertising revenue of \$80,000 annually.

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

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

- **Name:** Amy Raaz
- **Phone:** (303) 342-2201
- **Email:** Amy.Raaz@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:** Ken Greene
- **Phone:** (303) 342-4001
- **Email:** Ken.Greene@flydenver.com

6. **General description of proposed ordinance including contract scope of work if applicable:**

The proposed ordinance is to authorize a contract with HSS, Inc. queue and line management services at the three security screening checkpoints at Denver International Airport. The contract also provides security bins for the thirty security lanes, with an advertising revenue of \$80,000 annually

***Please complete the following fields: (Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)*

- a. **Contract Control Number:** 201208834
- b. **Duration:** 36 months, with option for additional 24 months
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** The Total Queue Management Program provides queue and line management services at the security checkpoints, reduces customer wait times, and provides way-finding and general customer inquiry services at the airport.
- f. **Costs:**

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$4,972,913.00		4,972,913.00

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

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date: _____

36 months (with option for 24 additional months)		1/28/2018
--	--	-----------

- g. Date Goals Assigned:** Professional services, non-construction contract therefore the ordinance is not applicable
- h. Goals:** Contract Scope of Services does not fall under the Definition of Division of Small Business Opportunity CEI (Construction Empowerment Initiative) Ordinance. Professional Services for design, construction or reconstruction are subject to the goals ordinance. Anything outside of these services, including professional services not related to construction are reviewed on a case-by-case basis. Professional Services not related to construction usually do not have assigned goals.

7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?) Please explain.

None known.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Key Contract Terms

Vendor/Contractor Name:

Contract control number:

City's contract manager:

Was this contractor selected by competitive process? Was it the low bid?

Term/Duration of contract/project:

Renewal terms:

Purpose:

Scope of services to be provided with performance bench marks:

Cost/value:

Source of funds:

Benefit:

Termination provision for City and for contractor:

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

Who are the subcontractors to this contract?

Location:

Affected Council District:

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____