

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: May 15, 2017

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.)*

Establishing a new Master Purchase Order (MPO No. 0811A0117) as the result of a competitive Request for Proposal process with a maximum amount of one million one hundred thousand dollars (\$1,100,000.00) with Revolution Foods, Inc. for the *Denver Healthy Meal Program*.

3. Requesting Agency: Mayor's Office of Children's Affairs

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

- **Name:** JD Allred
- **Phone:** 720-913-8155
- **Email:** John.Allred@denvergov.org

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:** Susan Gallo
- **Phone:** 720-913-0907
- **Email:** Susan.Gallo@denvergov.org

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

The *Denver Healthy Meal Program* supplies healthy meals to Denver youth through a USDA, federally reimbursed program supported by the Mayor's Office of Children's Affairs' Head Start Program.

****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 – please do not leave blank.)*

- a. **Contract Control Number:** 0811A0117
- b. **Duration:** One (1) year with the option of two (2) annual renewals
- c. **Location:** Citywide
- d. **Affected Council District:** all
- e. **Benefits:** Federally Reimbursed
- f. **Costs:** Administrative cost(s) only. Meals, including delivery, are 100% reimbursable.

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

N/A

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____