

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: 1/5/2011

Please mark one: **Bill Request**

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

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 an ordinance request for a Master Purchase Order (MPO) for Office Supplies.

3. Requesting Agency: Purchasing

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

- **Name:** Joe Saporito
- **Phone:** 720-913-8118
- **Email:** joseph.saporito@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:** Joe Saporito
- **Phone:** 720-913-8118
- **Email:** joseph.saporito@denvergov.org

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

This MPO between the City and Independent Stationers is for providing various office supplies. It is anticipated that the City will spend approximately \$1,500,000 per year for this service. This agreement started 1/1/2011. The initial term is for one year and there are four (4) yearly extension options.

*****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:** 5595U0111
- b. Duration:** One year with four (4) yearly extension options
- c. Location:** There is not one specific location
- d. Affected Council District:** No districts are affected
- e. Benefits:** Provides for discounted pricing for office supplies
- f. Costs:** Costs will vary by year

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

No. This is a piggyback off of a national cooperative contract for office supplies.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____