

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: July 30, 2020

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: Staples Contract & Commercial, LLC – Office and Janitorial Supplies, City Wide

3. Requesting Agency: General Services Purchasing Division

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Elizabeth Hewes	Name: Elizabeth Hewes
Email: elizabeth.hewes@denvergov.org	Email: elizabeth.hewes@denvergov.org

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

Provide office and janitorial supplies City-Wide.

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

N/A

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: RR20 0787

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: Staples Contract & Commercial, LLC

Contract control number: SC-00005057

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): initial expiration date 7/31/2022, 1 yearly renewals not to surpass 7/31/2023.

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)
\$2,400,000.00		\$2,400,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Date of signature to July 31, 2022, with one yearly renewal not surpassing July 31, 2023		Date of signature to July 31, 2022, with one yearly renewal not surpassing July 31, 2023

Scope of work: Provide office and janitorial supplies City-Wide.

Was this contractor selected by competitive process? The competitive process was done by Sourcewell. The City is using the cooperative language from Sourcewell’s award to receive the best pricing possible. Sourcewell contract # 012320.

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds: City administered funds

Is this contract subject to: W/MBE DBE SBE XO101 ACDDBE N/A;

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): Although this is a cooperative contract and is exempt from DSBO’s ordinance, Staples Contract & Commercial, LLC. has volunteer to report to the City annually purchases from small, minority, and women owned businesses.

Who are the subcontractors to this contract?

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR20 0787

Date Entered: _____