

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **11 a.m. Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 03/06/2024

Please mark one:  Bill Request or  Resolution Request

**1. Type of Request: Purchase Contract Agreement**

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 increasing a Purchase Order (PO-00132255) with Michaels of Denver Catering Inc. from to \$1,000,000 to \$1,350,000 for purchase of meals for guests at the City’s migrant shelters.

**3. Requesting Agency:** Denver Human Services and General Services

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Karen Kindblade/Michael Romero/Christina Buster	Name: Karen Kindblade/Michael Romero/Christina Buster
Email: karen.kindblade@denvergov.org / Michael.Romero@denvergov.org/ Christina.Buster@denvergov.org	Email: karen.kindblade@denvergov.org / Michael.Romero@denvergov.org/ Christina.Buster@denvergov.org

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

This is for the continued purchase of meals for guests at the City’s migrant shelters using Border Crisis Response Fund budget.

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

Raana Haidari

**7. City Council District:** Multiple (shelter locations not currently being shared publicly due to safety concerns)

**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):**

Purchase order > \$500K

**Vendor/Contractor Name:** Michaels of Denver Catering Inc.

**Contract control number:** PO-00132255

**Location:**

Address  
6385 W 52<sup>nd</sup> Ave  
Ste 3A  
Arvada, CO 80002

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?** \_\_\_\_\_

General Services first issued a PO for \$500,000 on May 10, 2023, following an RFP process for shelter feeding. This PO was increased in October to \$1,000,000. Due to the sustained high volume of newcomers, the current purchase order is exhausted and we are seeking to increase it again.

**Contract Term/Duration (for amended contracts, include existing term dates, and amended dates):**

Upon purchase order issuance until 12/31/23 initially, now extended through 6/30/24

**Contract Amount (indicate existing amount, amended amount and new contract total):**

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$1,000,000	\$350,000	\$1,350,000

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
06/30/2024	0	06/30/2024

**Scope of work:**

Meals for emergency shelters

**Was this contractor selected by competitive process?** Yes **If not, why not?** n/a

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

**Source of funds:**

Border Crisis Response Fund (fund number 13809)

**Is this contract subject to:**  W/MBE  DBE  SBE  XO101  ACDBE  N/A

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

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**Who are the subcontractors to this contract? N/A**

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