

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. For any questions please contact Skye Stuart.

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

Date of Request: 11/22/2017

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, contract amendment, municipal code change, supplemental request, etc.**)

**Contract Control #: TECHS-201416395-02 - Contract Amendment** to the existing contract with **Lewan and Associates, Inc.**; to add new services and terms for Denver International Airport. There is no change in the term dates or contract maximum.

**3. Requesting Agency:** Technology Services

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

- **Name:** Alex Stefanacci
- **Phone:** 720-913-4987
- **Email:** alex.stefanacci@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:** Alex Stefanacci
- **Phone:** 720-913-4987
- **Email:** alex.stefanacci@denvergov.org

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

The City currently has a contract with Lewan and Associates, Inc. for Managed Print Services that is used by the entire City. This amendment will add plotter (wide format printer) maintenance services which will allow further consolidation of maintenance of office equipment. The amendment also provides the ability for the City to order Original Equipment Manufacturer (OEM) toner cartridges at negotiated rates and provides hard drive removal and destruction services to meet FAA guidelines that apply to Denver International Airport.

**\*\*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:** TECHS-201416395-02
- b. **Contract Term:** 10/1/2014 - 9/30/2020
- c. **Location:** Citywide
- d. **Affected Council District:** N/A
- e. **Benefits:** Continued Managed Print Services for the City.
- f. **Contract Amount (indicate amended amount and new contract total):** No change in amount. Current contract amount is \$15,000,000

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

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

SIRE Tracking Number: \_\_\_\_\_

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

No.

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SIRE Tracking Number: \_\_\_\_\_

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