

ORDINANCE/RESOLUTION REQUEST

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

Date of Request: 10/24/2017

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: Office Space Lease with SAS Services Group to support their wheelchair services at Denver International Airport (201736130)

3. Requesting Agency: Department of Aviation

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

- Name: Aaron Barraza
- Phone: (303) 342-2261
- Email: Aaron.Barraza@flydenver.com

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: George Karayiannakis
- Phone: (303) 342-2418
- Email: George.Karayiannakis@flydenver.com

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

This is a request for a revenue agreement for an office space lease by SAS Services Group at Denver International Airport. SAS Services Group will lease office space from DEN on Level 6 of the Main Terminal within MOD 1 East for a 5-year period with a rate of \$16,596 in annual rent to DEN. SAS Services Group provides wheelchair services to various airlines at DEN.

- a. Contract Control Number: 201736130
- b. Duration: 5 years
- c. Location: DEN
- d. Affected Council District: 11
- e. Benefits: Generates approximately \$16,596 in annual revenue.
- f. Costs: This is a revenue contract.

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$16,596 annually	\$0	\$16,596 annually

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Date of Execution	N/A	12/31/2022

g. Date Goals Assigned: N/A

h. Goals: N/A

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: _____

Key Contract Terms

Type of Contract:

Professional Services > \$500K Lease Design or Construction for airport improvements > \$5M

Grant IGA Sale of Real Property Sale of Personal Property

Vendor/Contractor Name: SAS Services Group, Inc.

Contract control number: 201736130

City's contract manager: Mark Uriarte

Was this contractor selected by competitive process? No

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

Term/Duration of contract/project: 5 years

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Renewal terms: N/A

Purpose: SAS Services Group, Inc. will lease office space from DEN to support their operation of providing wheelchair services to various airlines at DEN.

Cost/value: \$16,596 annual revenue to DEN

Source of funds: Revenue to City

Benefit: Creates rental revenue and fills vacancy for DEN

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

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

Who are the subcontractors to this contract? N/A

Location: Denver International Airport

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____