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: 9/6/12

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* <u>name of company or contractor</u> *and* <u>contract control</u> <u>number</u> *- that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)* American Produce currently provides produce for the Denver Sheriff Dept. and Denver Human Services under master purchase order No. GROCERIES_____0181A0311, the approval of additional funds are being requested.

3. **Requesting Agency:** General Services, Purchasing Division

4. **Contact Person:** (W*ith actual knowledge of proposed ordinance/resolution.)*
    ▪ **Name:** Jenny Casanova
    ▪ **Phone:** 720.913.8155
    ▪ **Email:** Jennifer.Casanova@denvergov.org

5. **Contact Person:** (W*ith actual knowledge of proposed ordinance/resolution* <u>*who will present the item at Mayor-Council and who*</u> <u>*will be available for first and second reading, if necessary.*</u>)
    ▪ **Name:** Jenny Casanova
    ▪ **Phone:** 720.913.8155
    ▪ **Email:** Jennifer.casanova@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**
Requesting 3.2.6(e), The contract spend has exceeded the anticipated amount from 2011. Purchasing is requesting to increase the contract amount to 2.2M for Master Purchase Order No. GROCERIES_____0181A0311. At the time of bidding in 2011 the anticipated spend was unknown. P2P has provided a more comprehensible analysis of spend and it is now known that an average of $30K/ per month is being expensed on produce.

    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:** 0181A0311
    b. **Duration:** March 1, 2011 through March 1, 2013 with 2 one year renewals.
    c. **Location:** Denver Sheriff Dept. and Denver Human Services
    d. **Affected Council District:** All
    e. **Benefits:** Gives agencies access to fresh produce.
    f. **Costs:**

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

    NO

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____   Date Entered: _____