

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: June 25, 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: Mittera Group, Inc. – Comprehensive City-Wide Printing and Mailing 11029A

3. Requesting Agency: General Services Purchasing Division on behalf of General Services Central Services Team

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 comprehensive printing and mailing service for all City Agencies to use. The comprehensive printing and mailing services include but not limited to the printing and mailing of W2’s, Tabor Notices, and tax statements. This award has a 7% W/MBE goal determined by DSBO.

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 0657

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: Mittera Group, Inc.

Contract control number: SC-00004931

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 5/31/2023, 2 yearly renewals not to surpass 5/31/2025

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)
\$2,500,000.00		\$2,500,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Date of signature to May 31, 2023, with two yearly renewals not surpassing May 31, 2025		Date of signature to May 31, 2023, with two yearly renewals not surpassing May 31, 2025

Scope of work: Provide comprehensive printing and mailing service for all City Agencies to use. The comprehensive printing and mailing services include but not limited to the printing and mailing of W2's, Tabor Notices, and tax statements. This award has a 7% W/MBE goal determined by DSBO.

Was this contractor selected by competitive process? Yes, Request for Proposal 11029A Comprehensive City-Wide Printing and Mailing.

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 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): This award has a 7% W/MBE goal determined by DSBO. Mittera Group, Inc. has identified DT Investments, Inc DBA Beacon Printing as the vendor they will work with to achieve this 7% goal.

Who are the subcontractors to this contract? DT Investments, Inc DBA Beacon Printing

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