

## 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

Please mark one: ☐ Bill Request or ☒ Resolution Request Date of Request: 10/19/2023

### 1. Type of Request:

- ☒ 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 an increase to Master Purchase Order SC-00004194 with K&H Printers-Lithographers, Inc., by \$3,000,000 for a new total of \$11,000,000

### 3. Requesting Agency: Purchase Order for the Election Division of the Clerk and Recorder's Office

### 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: <a href="mailto:elizabeth.hewes@denvergov.org">elizabeth.hewes@denvergov.org</a> | Email: <a href="mailto:elizabeth.hewes@denvergov.org">elizabeth.hewes@denvergov.org</a> |

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

Increase the total cost of SC-00004194 from \$3,000,000 to \$10,000,000. This master purchase order is for the printing and mailing of election ballots for the Elections Division. 2024 is unique as a presidential cycle. There will be three elections with the highest registered voter count numbers (which increases the amount of ballot printing): a presidential primary, a statewide primary, and the November presidential general election. Also, the printing costs have gone up since 2019.

### 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\*\***

## Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

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

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

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

**Vendor/Contractor Name:** K&H Printers-Lithographers, Inc.

**Contract control number:** SC-00004194

**Location:** Citywide

**Is this a new contract?** ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** 1

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

No Change: 8/1/2019 to 12/31/2024

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

| <i>Current Contract Amount<br/>(A)</i> | <i>Additional Funds<br/>(B)</i> | <i>Total Contract Amount<br/>(A+B)</i> |
|----------------------------------------|---------------------------------|----------------------------------------|
| \$8,000,000                            | \$3,000,000                     | \$11,000,000                           |
| <i>Current Contract Term</i>           | <i>Added Time</i>               | <i>New Ending Date</i>                 |
|                                        |                                 |                                        |

**Scope of work:**

This master purchase order is for the printing and mailing of election ballots for the Elections Division.

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

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

**Source of funds:** general funds

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

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

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

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

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