

## 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**.

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

Date of Request: August 1, 2016

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

Requests approval of a Master Purchase Order in the amount of \$12,000,000 with Staples Advantage for the purchase of janitorial products.

3. **Requesting Agency:** General Services

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

- **Name:** Melissa Bordwine
- **Phone:** 720-913-8114
- **Email:** [Melissa.bordwine@denvergov.org](mailto:Melissa.bordwine@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:** Melissa Bordwine
- **Phone:** 720-913-8114
- **Email:** [Melissa.bordwine@denvergov.org](mailto:Melissa.bordwine@denvergov.org)

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

Master Purchase Order with Staples Advantage for the purchase of janitorial supplies, including paper towels, toilet tissue, trash liners, and cleaning products. This MPO is taking advantage of a national agreement through the National Joint Powers Alliance through the State of Minnesota.

***\*\*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:** 5954L0116
- b. **Duration:** February 1, 2016 through January 31, 2020
- c. **Location:** Citywide
- d. **Affected Council District:** All
- e. **Benefits:** online ordering, environmentally preferable products, MBW participation
- f. **Costs:** \$12,000,000

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

No.

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

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

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