

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at 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: 3/24/2023

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 Master Purchase Order SC-00007748 with Imperial Bag & Paper CO, LLC for janitorial supplies, citywide

3. Requesting Agency: General Services Purchasing

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 janitorial supplies, citywide including DEN

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: _____

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: Imperial Bag & Paper CO, LLC dba Western Paper Distributors

Contract control number: SC-00007748

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):

8/1/2023 – 2/25/2025

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)
\$7,000,000		\$7,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
8/1/2023 – 2/25/2025		8/1/2023 – 2/25/2025

Scope of work:

Provide janitorial supplies citywide, including DEN

Was this contractor selected by competitive process? The competitive process was done by the State of Colorado. The City is using the cooperative language from the State's award to receive the best pricing possible. State Agreement #149194.

If not, why not?

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

Source of funds: general fund

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?

To be completed by Mayor's Legislative Team:

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Date Entered: _____