

ORDINANCE/RESOLUTION REQUEST

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: January 30, 2015

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 an amendment (201416395-01) to the existing managed print services contract with Lewan and Associates in order to add a pricing section for a various printer accessories.

3. Requesting Agency: General Services

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

- **Name:** Daniel Swinarski
- **Phone:** 720-865-7511
- **Email:** Daniel.Swinarski@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:** Roy Lie
- **Phone:** 720-913-0812
- **Email:** Roy.Lie@denvergov.org

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

Requests an amendment to the existing contract with Lewan and Associates in order to add a pricing section for printer accessories that are leased by the contractor. There are no other changes to the contract.

****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:** 201416395-01
- b. **Duration:** October 1, 2014 – September 30, 2020
- c. **Location:** Citywide
- d. **Affected Council District:** All
- e. **Benefits:** Adds a pricing section for previously neglected printer accessories to the contract.
- f. **Costs:** None

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: _____