

## 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**. For any questions please contact Skye Stuart.

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

Date of Request: 1/3/18

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

Requesting 3.2.6(e) approval for a master purchase order with Interline Brands, dba Supplyworks, for over \$500,000, SC-00002636, for paper towels and other janitorial supplies for Denver International Airport.

**3. Requesting Agency:** Denver International Airport

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

- **Name:** Kenton Janzen
- **Phone:** 303-342-2183
- **Email:** kenton.janzen@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:** Kenton Janzen
- **Phone:** 303-342-2183
- **Email:** kenton.janzen@denvergov.org

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

Requesting 3.2.6(e) approval for a master purchase order over \$500,000, SC-00002636 for paper towels and other janitorial supplies for Denver International Airport

- a. **Contract Control Number:** MASTER PURCHASE ORDER SC-00002636
- b. **Contract Term:** Two Years, with three one year renewals
- c. **Location:** Denver International Airport
- d. **Affected Council District:** District 11
- e. **Benefits:** Allows for ongoing purchase of janitorial supplies for Denver International Airport
- f. **Contract Amount (indicate amended amount and new contract total):** \$5,000,000.00

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

None

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To be completed by Mayor's Legislative Team:

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

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