

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

Date of Request: 4/24/2023

Please mark one: Bill Request or Resolution Request

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 Lease Agreement by and between City and County of Denver and Coffee Etcetera, LLC for a 5 year lease and a 5 year option at the Lindsey-Flanigan Courthouse.

3. Requesting Agency: Department of Finance

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Lisa Lumley	Name: Courtney Meihls, Josh Rosenblum DOF
Email: Lisa.Lumley@denvergov.org	Email: Courtney.Meihls@denvergov.org ; Josh.Rosenblum@denvergov.org

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

Lease agreement with Coffee Etcetera, LLC at the Lindsey-Flanagan Courthouse for 5 year term with 5 year option.

6. City Attorney assigned to this request (if applicable): Johna Varty

7. City Council District: 10

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):

Vendor/Contractor Name: Coffee Etcetera, LLC

Contract control number: FINAN 202367720-00

Location: 520 West Colfax

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): 5/1/2023 to 4/30/2028

Contract Amount (indicate existing amount, amended amount and new contract total): \$64,500

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
5/1/2023 to 4/30/2028	0	5/1/2023 to 4/30/2028

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
\$64,500	0	\$64,500

Scope of work:

Lease agreement with Coffee Etcetera, LLC to operate a food and beverage concession area to sell coffee, microwaveable quick prep or pre-packaged breakfast and lunch items, prepackaged sandwiches, and various snacks and beverages to the public and City employees consistent with the parameters set forth in this Lease.

Was this contractor selected by competitive process? No

If not, why not? Current Tenant

Not bid this time to allow the tenant to recoup on the tenant improvement dollars the tenant invested in the space and the loss of time due to COVID. We do plan to put this to an RFP at the end of the term.

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

Source of funds: N/A

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

EXECUTIVE SUMMARY

This Lease Agreement with Coffee Etcetera is for five years. The lessee has one option to renew for an additional five years.

Coffee Etcetera has been a first-class operator in the Lindsey Flanagan Courthouse serving coffee and snacks to City employees and jurors.

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