

**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: 5/28/2013

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.)*

**Denver International Airport is requesting an Amendment to the Security Guard Services Agreement, HSS Inc; #201100310 which provides Security Guard services to the Airport.**

3. **Requesting Agency:** Department of Aviation

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

- **Name:** Amy Raaz
- **Phone:** (303) 342-2201
- **Email:** amy.raaz@flydenver.com

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:** Ken Greene
- **Phone:** 303-342-4001
- **Email:** ken.greene@flydenver.com

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

The City is the “airport operator” of Denver International Airport (DIA) and is regulated by the Transportation Security Administration (TSA) under the relevant portions of the Code of Federal Regulations (CFR) 49, Parts 1500 through 1562. Due to the unique nature and scope of the security objectives of the City at DIA, it is essential that the Security Personnel provided pursuant to this contract and amendment be professional, well trained, highly motivated, with minimal turnover, and directed by an engaged effective management team that thrives towards continual improvement and ‘best practices’. Security guards are to be responsible for federal regulatory compliance at DIA. Significant additions proposed by the Amendment include the RTD EcoPass program, increases in PTO, and an increase to the billable rate. These increases would not require additional funds to the maximum liability.

*\*\*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:** 201100310
- b. **Duration:** July 16, 2011 through July 15, 2014, with one optional 3-year extension from July 16, 2014 through July 15, 2017
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** This is the most cost effective alternative to satisfy all regulatory requirements.
- f. **Costs:** Amendment can be funded within the current maximum liability.

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>

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

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

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

\$83,000,000	0	\$83,000,000
--------------	---	--------------

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3 years + Option for 3 additional years	0	No change

**g. Date Goals Assigned:** N/A

**h. Goals:** N/A

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

HSS Inc has stated that the newly recognized employee union SEIU has no concerns with this Amendment.

---

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

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

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

## Key Contract Terms

Vendor/Contractor Name: HSS Inc.

Contract control number: 201100310

City's contract manager: Mark Inzana

Was this contractor selected by competitive process? Yes. Was it the low bid? No.

Term/Duration of contract/project: Three (3) Year Contract

Renewal terms: One (1) optional three (3) year extension written into the original Contract

Purpose: Provide security guard services to meet the Airport's federal regulatory requirements

Scope of services to be provided with performance bench marks: The contractor is responsible for Security Guard services at DIA and shall furnish all necessary labor, tools, equipment and supplies to perform the required services. Performance is measured through metrics and evaluated as part of the Quarterly Incentive Review.

Cost/value: \$13.8 million annually, \$83,000,000 Maximum Liability over six (6) years

Source of funds: Operations and Maintenance Fund (O&M)

Benefit: The Amendment provides for: inclusion in the RTD EcoPass Program which will provide for Green Initiative gains consistent with other airport contracts, an increase in Paid Time Off (PTO) which will bring this contract in line with the recently approved HSS Total Queue Management (TQM) contract, and an increase in the Billable Rate will facilitate salary increases for employees. These proposed incentives benefit the Airport through the retention of an experienced workforce through minimal turnover.

Termination provision for City and for contractor: The City has the right to terminate this Agreement without cause on thirty (30) day written notice, or with cause within ten (10) days of written notice, to the Contractor.

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): No Goals required

Who are the subcontractors to this contract? No subcontractors.

Location: Denver International Airport

Affected Council District: District 11

---

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

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

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