

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at 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: 1/27/2017

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.**)

An ordinance for a contract with Armored Knights, Inc. [Contract FINAN-201632209-00] for citywide armored courier services for cash and check transit between City agencies and the City's depository banks.

3. Requesting Agency: Department of Finance

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

- **Name:** Alyssa Garrity
- **Phone:** 720-913-9346
- **Email:** alyssa.garrity@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:** Alyssa Garrity
- **Phone:** 720-913-9346
- **Email:** alyssa.garrity@denvergov.org

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

For the safety of employees and to secure City revenues, the City uses armored courier services to transport cash and check deposits and agency change orders between designated City agencies and the City's depository banks daily. Armored Knights, Inc. was selected through a competitive RFP process conducted by the Purchasing Division.

****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 – please do not leave blank.)

- a. **Contract Control Number:** FINAN-201632209-00
- b. **Contract Term:** January 1, 2017 – December 31, 2021
- c. **Location:** Designated City receipting points
- d. **Affected Council District:** N/A
- e. **Benefits:** Secure transit of cash and checks between City agencies and the City's depository banks
- f. **Contract Amount (indicate amended amount and new contract total):** \$750,000, or \$150,000 annually

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

None known.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____