

ORDINANCE/RESOLUTION REQUEST

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

Date of Request: 8/11/2015

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:** This is for a 2nd Amendment on an Office Space Lease Agreement Amendment with Prospect International Airport Services, Inc., Contract Control Number #201309825-02, a service provider who provides DEN airlines contract service and assistance with wheel chair service to traveling passengers.

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:** Mookie Patel
- **Phone:** (303) 342-2200
- **Email:** Mookie.Patel@flydenver.com

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

This 2nd Amendment to the Prospect International Airport Services, Inc., Office Space Lease will give Prospect the right to use additional office space at DEN to support their wheel chair operations. This is a revenue contract. Term: 2/1/2013 – 12/31/2016.

- a. **Contract Control Number:** 201309825-02
- b. **Duration:** 3 years, 10 months
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** Prospect contracts with various DEN airlines to provide wheel chair services to travelers.
- f. **Costs:** Revenue

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$10,060.00 Annually	\$48,344.00 Annually	\$58,610.00 Annually

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
02/01/2013 – 12/31/2016		12/31/2016

- 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.**

No controversy.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Key Contract Terms

Vendor/Contractor Name: Prospect International Airport Services, Inc.

Contract control number: 201309825-02

City's contract manager: Mookie Patel

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

Term/Duration of contract/project: 02/01/2013 through 12/31/2016

Renewal terms: N/A

Purpose: To provide support space to Prospect for the wheelchair service it provides to airlines it has partnered with.

Scope of services to be provided with performance bench marks: Prospect contracts with various DEN airlines to provide wheel chair services to travelers.

Cost/value: This amendment will generate an additional \$48,344.00 of revenue annually.

Source of funds:

Benefit: Revenue

Termination provision for City and for contractor: The lease can be canceled with 30 days' notice by either party.

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

Location: A Concourse, Concourse Level West; A Concourse, Ramp Level, East; C Concourse, Mezzanine Level, Centercore

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____