

ORDINANCE/RESOLUTION REQUEST

All Fields must be completed

Incomplete request forms will be returned to sender which may cause a delay in processing.

Please mark one: ☐ Bill Request or ☒ Resolution Request Date of Request: 6/10/2022

1. Type of Request:

- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
☐ Other:

2. **Title:** Approves contract execution for DEN Concessions Food Delivery Services with GrabAtYourGate JV LLC to provide food delivery service at Denver International Airport (DEN).

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

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Stacey Stegman	Name: Carolina Flores
Email: Stacey.Stegman@flydenver.com	Email: Carolina.Flores@flydenver.com

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

DEN Concessions Food Delivery Services with GrabAtYourGate JV LLC will operate DEN's "Eats Delivered" program, where customers are able to order and pay through participating airport concessions through an app or web-based ordering. The order is then processed by the concessionaire, and an employee with the selected vendor will then pick up the order and deliver it to the customer or employee location within the DEN campus. This service introduces a touchless option for customers to place food and item orders, as well as provides additional options extended beyond the departing concourse. A proof-of-concept pilot initiative was completed with AtYourGate over a 12-month period from 2020-2021 and found that this service was highly successful. During the pilot, DEN was the busiest airport in the AtYourGate network nationwide. The selected vendor would collect a delivery fee from the customer directly (\$3.99 for DEN employees and \$4.99 for customers) then DEN in turn also receives a small revenue percentage of the delivery fee. It is imperative for DEN to enter an agreement with a single vendor who will own the process from beginning to end; a single vendor who will provide order and payment services, as well as employ their own staff to be stationed at DEN who will complete the final delivery of goods sold. This single-vendor approach allows for complete ownership of the program and a single point of reference for all services. In order to satisfy this request, Grab and AtYourGate formed a joint venture LLC to serve as a single vendor, with Grab providing technology and AtYourGate providing staff for the delivery model.

6. **City Attorney assigned to this request (if applicable):** Kevin Cain

7. **City Council District:** District 11

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):
Revenue

Vendor/Contractor Name: GrabAtYourGate JV LLC

Contract control number: 202159255

Location: Denver International Airport

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):

Date of Execution (DOE) plus 3 years plus two 1-year options to extend.

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
N/A	N/A	\$80,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
N/A	N/A	DOE Plus 3 Years

Scope of work:

The selected vendor will launch a food and beverage gate delivery program. The program will allow for customers to use a dedicated application or web portal to order food and beverage items from participating DEN concessionaires, for delivery to passengers at a location of their choosing. The vendor must be able to manage all aspects of the operation, from providing the technology needed to each participating concessionaire, managing the online order process, to final delivery to the customer. Participation by concessionaire is optional.

Was this contractor selected by competitive process? Yes **If not, why not?**

Informal Competitive Procurement: This procurement is subject to Memorandum No. 8B and will be procured through an informal competitive process.

This procurement method was chosen because through an industry outreach for the pilot program, DEN learned that there are only up to three vendors that may be able to provide the full list of services required.

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

Source of funds: Revenue

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

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