

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team
at 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: 2-9-15

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.)

Ordinance request for Master Purchase Order Agreement 0238A0114 with Interline Brands, Inc. d/b/a Northern Colorado Paper

3. **Requesting Agency:**
General Services – Purchasing Division

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

- **Name:** Melissa Bordwine
- **Phone:** 720-913-8114
- **Email:** Melissa.bordwine@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:** Melissa Bordwine
- **Phone:** 720-913-8114
- **Email:** Melissa.bordwine@denvergov.org

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

The Purchasing Division is requesting approval of a Master Purchase Order Agreement with Interline Brands, Inc. d/b/a Northern Colorado Paper, in the amount of \$1,500,000.00 for the purchase of paper towels for Denver International Airport.

***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:** N/A
- b. **Duration:** Through December 31, 2015 with 2 yearly renewals possible
- c. **Location:** Denver International Airport
- d. **Affected Council District:** N/A
- e. **Benefits:** Continuity of service, small cost savings
- f. **Costs:** N/A

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

None.

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____