

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **11 a.m. Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 12/8/23

Please mark one: ☐ Bill Request or ☒ Resolution Request

1. Type of Request: Purchase Contract Agreement

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

2. Title: (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves increasing a Purchase Order (PO-00132256) with Snap Colorado LLC from \$1,000,000 to \$1,400,000 for purchase of meals for guests at the City's migrant shelters.

3. Requesting Agency: Denver Human Services and General Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Justin Sykes/Michael Romero/Christina Buster	Name: Justin Sykes/Michael Romero/Christina Buster
Email: Justin.Sykes@denvergov.org / Michael.Romero@denvergov.org/ Christina.Buster@denvergov.org	Email: Justin.Sykes@denvergov.org / Michael.Romero@denvergov.org/ Christina.Buster@denvergov.org

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

This is for the continued purchase of meals for guests at the City's migrant shelters using Border Crisis Response Fund budget.

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

Raana Haidari/Brian Martin

7. City Council District: Multiple (shelter locations not currently being shared publicly due to safety concerns)

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):

Purchase order > \$500K

Vendor/Contractor Name: Snap Colorado LLC

Contract control number: PO-00132256

Location:

Address
88 Inverness Cir E
Ste B104
Englewood, CO 80112

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** _____

General Services first issued a PO for \$500,000 on May 10, 2023 following an RFP process for shelter feeding. This was increased to \$1,000,000 in October. Due to a surge in arrivals in late September and early October, DHS is nearly out of capacity on this PO and so requesting to increase it again.

Contract Term/Duration (for amended contracts, include existing term dates, and amended dates):

Upon purchase order issuance through 3/31/24

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

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$1,000,000	\$400,000	\$1,400,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3/31/2024	n/a	3/31/24

Scope of work:

Meals for emergency shelters

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

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

Source of funds:

Border Crisis Response Fund (fund number 13809)

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☒ N/A

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Who are the subcontractors to this contract? N/A

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____