

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: 7/21/2015

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 Non-Signatory Airport Cargo Facilities Lease Agreement with Air General, Inc., Contract Control Number 201522273, a cargo handler contracted with DEN airlines to provide cargo handling services.

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:** Greg Hegarty
- **Phone:** (303) 342-2182
- **Email:** Greg.Hegarty@flydenver.com

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

This non-signatory agreement with Air General, Inc., for an Airport Cargo Facilities Lease will support Air General’s cargo handling operation. This is a revenue contract. Term 04/06/2015 –12/31/2016.

- a. **Contract Control Number:** 201522273
- b. **Duration:** 1 year 8 months
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** To provide support for a DEN cargo partner to support their operations and provide revenue.
- f. **Costs:** Revenue

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$103,250 Annually		\$103,250 Annually

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
4/6/2015 – 12/31/2016		12/31/2016

g. **Date Goals Assigned:**

h. **Goals:**

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: Air General, Inc.

Contract control number: 201522273

City's contract manager: Greg Hegarty

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

Term/Duration of contract/project: 04/06/2015 through 12/31/2016

Renewal terms: N/A

Purpose: To lease space at the requested non-signatory rate, with the option for The City or Air General to end the contract with 30 days' notice.

Scope of services to be provided with performance bench marks: Air General provides contracted cargo handling service to airlines at DEN.

Cost/value: \$103,250 Annually

Source of funds: N/A

Benefit: This amendment will bring revenue to DEN.

Termination provision for City and for contractor: 30 day notice from The City or Air General

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):
Who are the subcontractors to this contract?

Location: Denver International Airport - Joint Use Cargo Building

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____