

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Please mark one: ☐ Bill Request or ☒ Resolution Request

Date of Request: **October 21, 2019**

1. Type of Request:

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

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 a Purchase Order in the amount of \$1,990,463 to Environmental Tree and Design, Inc. for the procurement of 295 trees for the 16th Street Mall Design-Build Project.

3. Requesting Agency: Office of the City Forester

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Brenda Hannu/Mike Swanson	Name: Brenda Hannu/Mike Swanson
Email: Brenda.hannu@denvergov.org / mike.swanson@denvergov.org	Email: Brenda.hannu@denvergov.org / mike.swanson@denvergov.org

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

The City will award a Purchase Order (PO-00076190) to Environmental Tree and Design, Inc. to source, procure, consolidate, contract grow at multiple locations, and maintain a specific list of trees as part of the larger 16th Street Mall Design-Build Project until such time as the trees are required for installation on the 16th Street Mall or elsewhere in the Downtown area.

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

Jason Moore

7. City Council District: 9

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR19 1160

Date Entered: _____

Revised 03/02/18

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Purchase Order – PO-00076190

Vendor/Contractor Name: Environmental Tree and Design, Inc.

Contract control number: PO-00076190 (see attached)

Location: 16th Street Mall

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):

2019-2024

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>
\$1,990,463		\$1,990,463

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Environmental Design, Inc. will source, procure, consolidate, contract grow at multiple locations, and maintain a specific list of trees as part of the larger 16th Street Mall Design-Build Project until such time as the trees are required for installation on the 16th Street Mall or elsewhere in the Downtown area.

Was this contractor selected by competitive process? Yes – Request for Proposal (RFP 29000Q) **If not, why not?**

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

Source of funds: Downtown TIF

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

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

Who are the subcontractors to this contract? N/A

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