

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Please mark one: ☐ Bill Request or ☒ Resolution Request Date of Request: 10/30/2025

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

☐ Yes ☒ No

1. Type of Request:

☒ 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 a Master Purchase Order with Merchant Office Furniture Company for \$4,000,000.00 with an end date of 12-31-2027 with an option for three extensions not to surpass 12-31-2031 to provide for ergonomic furniture and accessories, installation and relocation of existing furniture and associated services, citywide (SC-00010640).

3. **Requesting Agency:** Generals Services Purchasing Division on behalf of Real Estate

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Elizabeth Hewes, Kasha Przywitowski, and James Wonhof	Name: Lisa Lumley
Email: elizabeth.hewes@denvergov.org , Kasha.pryzwitowski@denvergov.org , and james.wonhof@denvergov.org	Email: lisa.lumley@denvergov.org

5. **General description or background of proposed request. Attach executive summary if more space needed:**
(who, what, why)

General Services and Real Estate worked together to establish citywide standards in the furniture fixtures and equipment commodity category for office furniture, modular and non-modular furniture, and other large-scale furnishing categories to support City owned and leased facilities on an as-needed basis.

The Division of Small Business Opportunity has applied a 70% for this master purchase order. This is based off Merchant Office Furniture Company response to the solicitation.

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

7. **City Council District:** citywide

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):
Master Purchase Order

Vendor/Contractor Name (including any dba's): Merchant Office Furniture Company

Contract control number (legacy and new): SC-00010640

Location: Citywide

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): 1/1/2026 – 12/31/2031

Contract Amount (indicate existing amount, amended amount and new contract total): \$4,000,000

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$4,000,000		\$4,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2026 – 12/31/2031		1/1/2026 – 12/31/2031

Scope of work:

General Services and Real Estate worked together to establish citywide standards in the furniture fixtures and equipment commodity category for office furniture, modular and non-modular furniture, ergonomic furniture and accessories, installation and relocation of existing furniture and associated services, and other large-scale furnishing categories to support City owned facilities on an as-needed basis.

Anticipated projects over the next five years, depending on budget include:

- Arts & Venues
- Community Corrections Facilities; Dahlia Street
- County Courts: courtrooms and supporting offices
- DEN
- Denver Fire Department: DFD 40
- Denver Police: District 6
- Denver Public Libraries
- DHS: Castro Public Engagement Areas Revitalization
- Elections Division / Clerk & Recorder Consolidation
- General office improvements required to maintain operations for all City facilities.
- Parks & Recreation Facilities: Westwood Rec Center, Swansea
- Vibrant Denver Bond Projects (various sites/facilities)
- Wastewater Building
- Webb Building

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

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Resolution/Bill Number: _____

Date Entered: _____

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

Source of funds: General funds

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): 70%

Who are the subcontractors to this contract? N/A

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