

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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: March 12, 2012

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.)*

The Purchasing Dept. is requesting approval of a Master Purchase Order with Pitney Bowes Presort Services, Inc. for the purposes of presort mailing services. The Master Purchase Order no. is: 0274A0112

3. **Requesting Agency:** Purchasing

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

- **Name:** Joe Saporito
- **Phone:** 720-913-8118
- **Email:** joseph.saporito@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:** Joe Saporito
- **Phone:** 720-913-8118
- **Email:** joseph.saporito@denvergov.org

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

Vendor shall pick up mail primarily from the City's mail room (Central Services) on a daily basis. Vendor may also provide pickup services at other City locations, as needed. The mail shall be post marked the same day of pickup services. This pickup requires presort and postal drop-off at the Denver's United States Postal Services General Mail Facility. The City receives a discounted postage rate due to the mail being presorted.

**\*\*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.)*

- a. **Contract Control Number:** 0274A0112
- b. **Duration:** Potential of five years, extended on a yearly basis.
- c. **Location:** Central Services
- d. **Affected Council District:** All
- e. **Benefits:** Lower costs for mailing services provided to City agencies by Central Services
- f. **Costs:** Estimated costs of \$1,500,000/year

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

N/A

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*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_