

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team
at 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: 11/30/2011

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.)*This is a lease to Servisair USA Inc.(PLANE-201103707-00) for office space at DIA.

3. Requesting Agency: Department of Aviation

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

- **Name:** Susan E. Moore
- **Phone:** (303) 342-2517
- **Email:** Susan.Moore@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:** Brian Elms
- **Phone:** 303-342-2278
- **Email:** brian.elms@flydenver.com

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

This is a lease for office space of 133.2 sq. ft. on the ramp level of Concourse A. This lease can be canceled by either party with 30 days written notice. The company is an airline contractor providing ground handling services to British Airways. They will pay airline non-signatory lease rates for the space.

****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:** PLANE-201103707-00
- b. **Duration:** 5 years (with 30 day cancellation by either party)
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** provides space to service provider of British Airways
- f. **Costs:** \$24,070 in annual revenues to City

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$24,070 annually		\$24,070 annually

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/6/2011 – 12/31/2016		

g. Date Goals Assigned: N/A

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date: _____

h. Goals: N/A

7. Is there any controversy surrounding this ordinance? (*Groups or individuals who may have concerns about it?*) **Please explain.** No controversy

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Date: _____