

# CONTRACT APPROVAL AND PREPARATION REQUEST

## CITY AND COUNTY OF DENVER

|   |   |  |                     |                            |                      |                                  |
|---|---|--|---------------------|----------------------------|----------------------|----------------------------------|
| <b>To:</b> Mayor / City Attorney  |   | <b>Call ID / Ticket #:</b> 00 082 304                          |                     |                            |                      |                                  |
| <b>Attention:</b>   |   | <b>Contract Administration Officer:</b> Sheri Zamora-Gutierrez |                     |                            |                      |                                  |
| <b>Date:</b> 2010-11-08   |   | <b>Phone:</b> 720-913-6329                                     |                     |                            |                      |                                  |
| <b>Initiating City Agency/Authority:</b> Police   |   | <b>Division:</b> DPD   |                     |                            |                      |                                  |
| <b>Agency Contact Familiar with this Contract:</b> Sheri Zamora 720-913-6329  |   |  |                     |                            |                      |                                  |
| 1. Was this contractor selected by competitive process: No -->Noted Reason: Revenue   |   |  |                     |                            |                      |                                  |
| 2. City Council approval is required prior to entering this contract: Yes   |   |  |                     |                            |                      |                                  |
| 3. A Pre-Encumbrance has been entered into PeopleSoft: No <span style="float:right">Prevailing Wage Contract? F</span>  |   |  |                     |                            |                      |                                  |
| 4. Contractor Info & VendorID: <b>5932</b><br><br>City of Lakewood<br>Lakewood Police Department<br>445 S Allison Parkway<br>Lakewood, CO 80226-3106<br>Commander Mike Becker   |   | 5. Contract Control Number: <b>RC-00009 - 01</b>               |                     |                            |                      |                                  |
|   |   | 6. Type of Contract: Exp. F Rev. T Orig. F Amend. T            |                     |                            |                      |                                  |
|   |   | 7. Type of Entity: Metropolitan District                       |                     |                            |                      |                                  |
|   |   | 8. IRS / SSN #:  |                     |                            |                      |                                  |
|   |   | 9. Project/Grant ID + Name:                                    |                     |                            |                      |                                  |
|   |   | 10. Ordinance: Series: 2010                                    |                     |                            |                      |                                  |
| 11. Proposed Term: 2010-04-11 to 2011-12-31<br>Existing Term: 2010-04-11 to 2010-12-31  |   |  |                     |                            |                      |                                  |
| 12. Current contract request amount: \$432,594.00   |   |  |                     |                            |                      |                                  |
| 13. If amendment, previous total: \$387,000.00  |   | 14. Total with amendments: \$819,594.00                        |                     |                            |                      |                                  |
| 15. Additional Business Units Planning to use this Contract:  |   |  |                     |                            |                      |                                  |
| 16.   | <u>Bus. Unit</u>  | <u>Fund</u>  | <u>Org.</u>         | <u>Acct.</u>               | <u>Project/Grant</u> | <u>Amounts</u>                   |
| Funding   | 1 POLIC   | 01010  | 3512200             | 453100                     |                      | \$432,594.00                     |
| Sources:  | 2   |  |                     |                            |                      | \$0.00                           |
|   | 3   |  |                     |                            |                      | \$0.00                           |
|   | 4   |  |                     |                            |                      | \$0.00                           |
|   | 5   |  |                     |                            |                      | \$0.00                           |
|   | 6   |  |                     |                            |                      | \$0.00                           |
| 17.<br>Contract<br>Request<br>Description:  | Denver Police Department's participation in the Metropolitan Auto Theft Task Force via an inter-governmental agreement. City of Lakewood is the Task Force Administrator. Denver will be reimbursed for personnel expenses for 1 Sergeant, and 3 Detectives (salary, fringe, and overtime). |  |                     |                            |                      |                                  |
| 18. Supplemental Materials - transmit to City Attorney as e-mail attachment or hardcopy:  |   |  |                     |                            |                      |                                  |
| <input type="checkbox"/> F  | Cert. of Insurance  | <input type="checkbox"/> F                                     | Evidence of Bonding | <input type="checkbox"/> F | Real Estate Desc.    |                                  |
| <input type="checkbox"/> F  | RFP   | <input type="checkbox"/> F                                     | RFQ                 | <input type="checkbox"/> F | Scope of Work        | <input type="checkbox"/> F Other |
| <b>APPROVALS:</b><br>Add agencies as needed:<br>Facilities Planning and<br>Management<br>Council on Disabled<br>Career Service Authority  |   | Dept/Agency Head:  |                     |                            |                      | Date:                            |
|   |   | Risk Management:   |                     |                            |                      | Date:                            |
|   |   | Other Authority:   |                     |                            |                      | Date:                            |
|   |   | Other Authority:   |                     |                            |                      | Date:                            |
|   |   | Other Authority:   |                     |                            |                      | Date:                            |
|   |   | Other Authority:   |                     |                            |                      | Date:                            |
|   |   | Other Authority:   |                     |                            |                      | Date:                            |
|   |   | Mayor Signature Date:  |                     |                            |                      | Date:                            |
| Auditor Signature Date:   |   |  |                     | Date:                      |                      |                                  |
| <b>CERTIFICATION:</b><br>I hereby certify that the articles or services requested herein are necessary for the operation of this agency, are not available within existing resources, are properly chargeable to the accounts detailed above in respect to which funds have been pre-encumbered, and that this proposed undertaking is in conformity with the Mayor's policy. |   |  |                     |                            |                      |                                  |
| Initiating Authority  |   | Date   |                     | City Attorney              |                      | Date:                            |