

**ORDINANCE/RESOLUTION REQUEST**

*\*All fields must be completed.\*  
Incomplete request forms will be returned to sender which may cause a delay in processing.*

**Date of Request:** 2/14/2017

**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:** *Office Space Lease Amendment with Denver Services, LLC., a service provider operating at Denver International Airport. Contract number 201631918.*

**3. Requesting Agency:** Department of Aviation

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

- **Name:** Aaron Barraza
- **Phone:** (303) 342-2261
- **Email:** [Aaron.Barraza@flydenver.com](mailto:Aaron.Barraza@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:** Mukesh “Mookie” Patel
- **Phone:** (303) 342-2501
- **Email:** [Mookie.Patel@flydenver.com](mailto:Mookie.Patel@flydenver.com)

**6. General description of proposed ordinance including contract scope of work if applicable:** This first amendment will extend the existing agreement for an additional five (5) years for office space at Denver International Airport. Denver Services provides baggage delivery services for all of the airlines at DEN. Their office is located on the east side of level five in the main terminal.

*\*\*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:** 201631918
- b. **Duration:** 5 additional years, 1/1/2017 – 12/31/2021
- c. **Location:** DEN
- d. **Affected Council District:** 11
- e. **Benefits:** Generates approximately \$24,444 in annual revenue.
- f. **Costs:** This is a revenue contract.

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
(A)	(B)	(A+B)
\$24,444.00 annually	\$0	\$24,444.00 annually

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
08/01/2012 – 12/31/2016	5 years	12/31/2021

- g. **Date Goals Assigned:** N/A
- h. **Goals:** N/A

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

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

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

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

Key Contract Terms

Type of Contract:

- Professional Services > \$500K     Lease     Design or Construction for airport improvements > \$5M
- Grant     IGA     Sale of Real Property     Sale of Personal Property

Vendor/Contractor Name: Denver Services, LLC

Contract control number: 201631918

City's contract manager: Mark Uriarte

Was this contractor selected by competitive process? No

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

Term/Duration of contract/project:

Is this a new contract?  Yes  No    Is this an Amendment?  Yes  No    If yes, how many? 1

Renewal terms: N/A

Purpose: Denver Services, LLC is a company contracting with several airlines to provide luggage-delivery and remote check-in services.

Cost/value: \$24,444.00 annually

Source of funds: Revenue to City

Benefit: Creates rental revenue and fills vacancy for DEN

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?

Location: Denver International Airport

Affected Council District: 11

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

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

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