

**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**. For any questions please contact Skye Stuart.

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

Date of Request: 9/9/2015

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, contract amendment, municipal code change, supplemental request, etc.**)

Amend the Keefe Commissary Network LLC contract (RC63008) to increase the term for another year in order to provide commissary services and accounting software for inmate accounts at both the County Jail and Downtown Detention Center.

**3. Requesting Agency:** SHERF

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

- **Name:** Laura Brown
- **Phone:** 720.913.4104
- **Email:** Laura.Brown@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:** Mark Valentine
- **Phone:** 720.913.3077
- **Email:** Mark.Valentine@denvergov.org

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

Increase the term by one year - the new expiration date will be 12/31/2016. The revenue from this contract is deposited into the Inmate Welfare and Trust Fund and is used to purchase health, recreational, and educational items for the inmates.

**\*\*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 – please do not leave blank.)

- a. **Contract Control Number:** RC63008
- b. **Contract Term:** expiration 12/31/2016
- c. **Location:** County Jail and Downtown Detention Center
- d. **Affected Council District:** city wide
- e. **Benefits:** Enable inmates to purchase commissary and track their account balance
- f. **Contract Amount (indicate amended amount and new contract total):** There isn’t a contract amount as it is a revenue contract.

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

None

To be completed by Mayor’s Legislative Team:

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

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