

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: 9/1/2015

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:** This agreement id for an Office Space Lease with Rocky Mountain Motion Corp dba The Global Business Solution Providers, Contract Control Number #201523193, a service provider that is contracted with the DEN airlines to administer their employee drug and alcohol programs.

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

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

- **Name:** Amy Raaz
- **Phone:** (303) 342-2201
- **Email:** Amy.Raaz@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:** Mukesh.Patel@flydenver.com

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

This agreement with Rocky Mountain Motion Corp dba The Global Business Solution Providers, for an Office Space Lease will support The GBSP administering the airlines employee drug and alcohol testing operation. This is a revenue contract. Term 06/01/2015 – 05/31/2016.

- a. **Contract Control Number:** 201523193
- b. **Duration:** 1 year
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** To provide support space for a service provider that is contracted with DEN airlines and provide revenue.
- f. **Costs:** Revenue

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$4,691.00 Annually		\$4,691.00 Annually

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
6/1/2015 – 5/31/2016		5/31/2016

- 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.**

No controversy.

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: Rocky Mountain Motion Corp dba The Global Business Solution Providers

Contract control number: 201523193

City's contract manager: Amy Raaz

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: 06/01/2015 through 05/31/2016

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

Renewal terms: N/A

Purpose: To lease office space to a service provider (The GBSP) to support their operations that are contracted with the airline, with the option for The City of The GBSP to end the contract with 30 day' notice.

Scope of services to be provided with performance bench marks: The GBSP provides contracted services to administer the airlines employee drug and alcohol programs.

Cost/value: \$4,691 Annually

Source of funds: N/A

Benefit: This amendment will bring revenue to DEN and support the relationship with our airline partners.

Termination provision for City and for contractor: 30 day notice from The City or The GBSP

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? N/A

Location: A Concourse, East Subcore, Mezzanine Level

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____