

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11:00 a.m. Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 8/11/23

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
- Dedication/Vacation Appropriation/Supplemental DRMC Change
- Other: 3.2.6(e)-X

2. Title:

Approves a Master Purchase Order with Pallet PBC Inc. for a total maximum amount of \$7,000,000.00 and through 8-31-2025 for the purchase of pallet homes and ancillary equipment, including but not limited to beds, bedframes, folding desks, and other supplies in support of the ongoing housing emergency citywide (SC-00008309).

3. Requesting Agency: General Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Michael Romero	Name: Cole Chandler
Email: michael.romero@denvergov.org	Email: Cole.chandler@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

Master Purchase Order SC-00008309 to Pallet PBC Inc. for a total maximum amount of seven million dollars (\$7,000,000). Agreement allows for the initial fulfillment of 200 housing units and associated equipment, including but not limited to beds, bedframes, folding desks, and other supplies to shelter the unhoused in alignment with the Mayor’s Emergency Declaration July 18, 2023, and related initiatives. It also allows for the purchase of additional shelters and ancillary equipment as the need arises.

6. City Attorney assigned to this request (if applicable): Brian Martin/ Brad Beck

7. City Council District: Multiple Districts

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property): 3.2.6(e) request for Supplier Contract over \$500K

Vendor/Contractor Name: Pallet PBC Inc.

Contract control number: Supplier Contract SC-00008309

Location: City and County of Denver

Is this a new contract? Yes **Is this an Amendment?** No

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): Initial term through August 31, 2024, allowing for one additional one-year renewal through 8/31/2025.

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$ 7,000,000.00	N/A	\$7,000,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
8/31/2025	N/A	N/A

Scope of work: Agreement allows for the initial fulfillment of 200 housing units and associated equipment to shelter the unhoused in alignment with the Mayor’s Emergency Declaration July 18, 2023, and related initiatives. It also allows for the purchase of additional shelters and ancillary equipment as the need arises.

Was this contractor selected by competitive process? No, If not, why not? Authorized by emergency provisions within procurement code 20-64 (b) in alignment with the Mayoral emergency declaration on July 18, 2023. This supplier has been relied upon by numerous governmental agencies to supply these types of structures. They are committed to assisting the City to meet its near-term goals to provide 200 units by November 2023.

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

Source of funds: Department of Housing Stability (HOST) funding

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): None

Who are the subcontractors to this contract? None

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