ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday.** Contact the Mayor's Legislative team with questions

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Date of Request: 07/13/2022

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: Authorize Equipment Purchase**

2. Title: (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request**,** etc.)

Authorizes the purchase of a RIZO printer from the Department of Transportation and Infrastructure Wastewater Operations Fund.

3. Requesting Agency: BMO on behalf of DOTI Wastewater

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Loretta Dupree/ Nikki McCabe / Jason Gallardo	Name: Kiki Turner
Email: loretta.dupree@denvergov.org/ nikki.mccabe@denvergov.org / Jason.Gallardo@denvergov.org	Email: kiki.turner@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:
The purchase of a new production-level RIZO printer from Pitney Bowes (for $82,332.96) is meant to upgrade DOTI's mailing capacity in the short and long term. Purchase will replace the aging equipment and software that currently supports the mailing of 320k Storm service bills yearly, quarterly Compost charges, the newly passed Volume Based Pricing and other necessary communications with Denver residents. This equipment exceeds $50,000, and so an ordinance is required, per the DRMC. It will be purchased from the 72100/5061700 Wastewater Operations 2022 Budget.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

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):

Vendor/Contractor Name:

Contract control number:

Location:

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

Contract Term/Duration (for amended contracts, include <u>existing</u> term dates and <u>amended</u> dates):

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

Current Contract Amount (A)	***Additional Funds (B)***	***Total Contract Amount (A+B)***
$82,332.96		$82,332.96

Current Contract Term	***Added Time***	***New Ending Date***

Scope of work:

Was this contractor selected by competitive process? **If not, why not?**

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

Source of funds: 72100-5061700

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: ______________________ Date Entered: ___________________

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: ______________________ Date Entered: ___________________