ORDINANCE/RESOLUTION REQUEST
Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday.**

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

Date of Request: 5-6-14

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 <u>name of company or contractor</u> and <u>contract control number</u> - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

   Ordinance request for Master Purchase Order Agreement 5954L0112 with Staples Advantage.

3. **Requesting Agency:**
   General Services – Purchasing Division

4. **Contact Person:** (W*ith actual knowledge of proposed ordinance/resolution.)*
   ▪ **Name:** Melissa Bordwine
   ▪ **Phone:** 720-913-8114
   ▪ **Email:** Melissa.bordwine@denvergov.org

5. **Contact Person:** (W*ith actual knowledge of proposed ordinance/resolution <u>who will present the item at Mayor-Council and who will be available for first and second reading, if necessary</u>.)*
   ▪ **Name:** Melissa Bordwine
   ▪ **Phone:** 720-913-8114
   ▪ **Email:** Melissa.bordwine@hotmail.com

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

   The Purchasing Division is requesting approval of a Master Purchase Order Agreement with Staples Advantage, in the amount of $6,000,000.00 for the purchase of janitorial products for multiple City agencies.

***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:** 5954L0112
   b. **Duration:** February 1, 2016
   c. **Location:** N/A
   d. **Affected Council District:** N/A
   e. **Benefits:** online ordering, pcard purchases, Minority Business Partner
   f. **Costs:** N/A

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

   No.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____   Date Entered: _____