

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at [MileHighOrdinance@DenverGov.org](mailto: MileHighOrdinance@DenverGov.org) by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: May 7, 2025

Please mark one: Bill Request or Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

Yes No

1. Type of Request:

Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment

Dedication/Vacation Appropriation/Supplemental DRMC Change

Other: Master Purchase Order

2. **Title:** Approves a master purchase order with Smyth Companies LLC for \$1,156,000.00 for a term of one year with three one-year extensions to provide Common Use Boarding Passes and Bag Tags for at Denver International Airport, in Council District 11 (SC-00011122).

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

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Juan Lucero, IT Executive	Name: Rita Aguilar, SVP of Government Affairs & Global Public Policy; Jordan Wells, Director of Strategy & Initiatives; Barry Burch, External Affairs Advisor
Email: Juan.Lucero@flydenver.com	Email: Rita.Aguilar@flydenver.com ; Jordan.Wells@flydenver.com ; Barry.Burch@flydenver.com

5. **General description or background of proposed request. Attach executive summary:** This master purchase order with Smyth Companies LLC (SC-00011122) replaces existing master purchase order (SC-00010558) with Print-O-Tape, Inc for the Common Use Boarding Passes and Bag Tags for the Denver International Airport in Council District 11. Print-O-Tape was acquired by Smyth Companies LLC.

This request supports Denver International Airport's Vision 100 pillars Growing Our Infrastructure and Maintaining What We Have pillars of DEN's Vision 100 by using Common Use Boarding Passes and Bag Tags system which streamlines our process to support our airline partners.

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

7. **City Council District:** Council District 11

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: Contract for Goods and Services over \$500K

Vendor/Contractor Name (including any dba's): Smyth Companies LLC

Contract control number (legacy and new): SC-00011122

Location: Denver International Airport

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

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): This is a 1-year with three 1-year extensions Master Purchase Order in the amount of \$ \$1,156,000.00.

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

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
N/A	N/A	\$1,156,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
05/31/2027	N/A	05/31/2030

Scope of work: Approves a master purchase order with Smyth Companies LLC SC-00011122 in the amount of \$1,156,000.00 through 5/31/2030 for master purchase order is for Common Use Boarding Passes and Bag Tags for the Denver International Airport.

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

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

Source of funds: Operations and Maintenance (O&M)

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A Does not apply as the Division of Small Business Opportunity has established that no program will apply.

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

Who are the subcontractors to this contract? None

To be completed by Mayor's Legislative Team:

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Date Entered: _____