

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

Date of Request: 07/19/2018

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:

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.)

Approves contract amendment to MPO 5595 (SC-0000761) for Staples Contract and Commercial, LLC to combine Office and Janitorial supplies under one agreement.

3. Requesting Agency:

General Services Purchasing Division

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Paige Cheney	Name: Paige Cheney
Email: paige.cheney@denvergov.org	Email: paige.cheney@denvergov.org

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

We currently have two (2) approved contracts and are requesting approval to merge them into one (1) contract for streamlined use in the new Workday and Punchout systems. There are no changes to contract spend or terms in the contracts.

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

N/A

7. City Council District:

N/A

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

MPO Attached.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: **RR18 0824**

Date Entered: _____

Key Contract Terms

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

Master Purchase Order

Vendor/Contractor Name:

Staples Contract & Commerical, LLC

Contract control number:

5595N0116A or SC00000761

Location:

Citywide

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? 1

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

No change, contract runs through July 31, 2019 with 1 yearly extension remaining.

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)
15,000,000	0	15,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
July 31 2019	0	July 31 2019

Scope of work:

Office and Janitorial supplies for Citywide use.

Was this contractor selected by competitive process?

If not, why not?

Yes, this contract is based off of a National Cooperative Agreement: National Joint Powers Alliance contracts no. 010615 & 110415

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

Source of funds:

Per agency use.

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

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

Who are the subcontractors to this contract?

N/A

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