

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: 01/19/12

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

Amendment to the contract for Ingram Library Services, Inc. which is the primary but not sole book purchasing vendor to provide books and some processing and cataloging services for the Denver Public Library.

3. Requesting Agency: Denver Public Library

4. Contact Person: *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Richard Weinstock
- **Phone:** 720-865-2030
- **Email:** rweinst@denverlibrary.org

5. Contact Person: *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Michelle Jeske
- **Phone:** 720-865-2005
- **Email:** mjeske@denverlibrary.org

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

The Denver Public Library will order books, as required, from Ingram based on stock and availability information from the company's website. DPL will have capability to create standing order (automatic shipment) plans and a discount schedule based on type of book (hardcover, paperback) has been established. This amendment extends the contract approved in 2011 through 2012.

****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:** 201103203-01
- b. **Duration:** 01/01/12-12/31/12
- c. **Location:** Denver Public Library
- d. **Affected Council District:** All
- e. **Benefits:** Selection of a primary vendor provides efficient ordering, cataloging and processing of library materials at significant discounts.
- f. **Costs:** Up to \$2,000,000; approximately \$200,000 of this to be spent on outsourcing services required due to reduced staffing; approximately \$1,800,000 to be spent on books

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

[No controversy.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____