

ORDINANCE/RESOLUTION REQUEST

Date of Request: November 5, 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: Authorizes a first amendment to the contract with Volunteers of America Colorado Branch (VOA), through contract control number SOCSV-2018-39578-01, to add \$515,400 for a new contract total of \$1,006,200 and to extend the term by twelve (12) months.

3. Requesting Agency: Denver Human Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Janet Van Meter	Name: Tami Tapia
Email: Janet.Vanmeter@DenverGov.Org	Email: Tami.Tapia@denvergov.org

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

Authorizes a first amendment to the contract with Volunteers of America Colorado Branch, through contract control number SOCSV-2018-39578-01, to add \$515,400 for a new contract total of \$1,006,200 and to extend the term by twelve (12) months.

VOA provides emergency short-term shelter for individuals and families when the City's emergency shelter beds are full through the DHS motel voucher program.

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

7. City Council District: City Wide

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR18 1328

Date Entered: _____

Key Contract Terms

Type of Contract: Professional Services > \$500K

Vendor/Contractor Name: Volunteers of America Colorado Branch

Contract control number: SOCSV-2018-39578-01

Location: Denver, Co

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):

Original Agreement: SOCV-2018-39578-00: 1/1/2018 to 12/31/2018
 Proposed First Amendment: SOCSV-2018-39578-01: 1/1/2019 to 12/31/2019

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)
\$490,800.00	\$515,400.00	\$1,006,200.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2018-12/31/2018	Twelve (12) months	12/31/2019

Scope of work:

1. Within the Scope of Services, the contractor will be responsible to provide the following:
 - Individuals and families with children will be provided with safe accommodations at the Family Motel location at 4855 and 4905 W. Colfax Ave., Denver, Colorado. Families are defined as minors with at least one adult.
 - Facility will be clean, and staff will work to maintain the area free of drugs, violence, and illegal activities.
 - Guest rooms will have basic and adequate furnishings, such as a bed, chair, table, lamp, clean pillows, blankets, sheets, towels, washcloths, toilet paper, facial tissue, soap, and private window coverings.
 - A continental breakfast will be available.
 - Each room will have a private shower or bathing facilities complete with hot and cold running water. Bathroom toilets will flush.
 - Facilities will be clean and will be maintained to eliminate infestations of vermin. The facility will provide regular pest prevention.
 - Each guest room will have a functional telephone.
 - Heating and cooling systems will be fully operational.
 - The contracted room rate will include electrical and water.
 - Washers and dryers will be available at no charge for guests.
 - Room doors and windows will be intact and have functional locks. Upper floor stairways, windows and doors will have appropriate safety features for the protection of young children.

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- Guest rooms will be cleaned when vacated and common areas will be cleaned daily. This includes; trash removal, vacuuming of carpets, cleaning hard surfaces, sanitizing, and cleaning bathrooms and replacement of all used sheets and towels with clean sets.
- Motel will be staffed 24 hours/day, 7 days/week.
- A private office will be provided to DHS Homeless Outreach staff.
- Any damages to the facility and/or surrounding property will be addressed in a timely manner.
- VOA will notify DHS of any legal citations and/or building closures and changes that would affect room availability within 72 hours.
- VOA will ensure contact information is up-to-date and provide DHS with any updates necessary. This includes managerial staff names and contacts, including the staff person responsible for invoicing.

2. Performance bench marks:

- DHS will receive fewer than 2 complaints per month.
- Certificate of occupancy and compliance with ADA requirements must be valid 100% of the time.
- Facilities will be up to code on all health and safety issues.
- Contractor will ensure timely correction of any issues DHS finds in the random room checks of vacant rooms and public areas.

Was this contractor selected by competitive process? Yes If not, why not? N/A

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

Source of funds: City Funding

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

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

Who are the subcontractors to this contract? N/A

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