

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11 a.m. Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 6/16/2023

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 Master Purchase Order SC-0007749 with Staples Contract & Commercial, LLC for the purchase of office and janitorial supplies, Citywide, including Denver International Airport.

3. Requesting Agency: General Services, Purchasing

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Elizabeth Hewes	Name: Elizabeth Hewes
Email: elizabeth.hewes@denvergov.org	Email: elizabeth.hewes@denvergov.org

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

Provide general office and janitorial supplies for City employees.

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

NA

7. City Council District:

Citywide

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

Vendor/Contractor Name: Staples Contract & Commercial, LLC

Contract control number: SC-00007749

Location: Citywide

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): 8/1/2023 to 4/6/2025

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)
\$2,400,000		

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
8/1/2023 to 4/6/2025		8/1/2023 to 4/6/2025

Scope of work:

Provide office and janitorial supplies, Citywide, including Denver International Airport.

Was this contractor selected by competitive process? The competitive process was done by Sourcwell. The City is using the cooperative language from the Sourcwell's award to receive the best pricing possible. Sourcwell #012320. **If not, why not?**

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

Source of funds: general fun

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

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

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____