

ORDINANCE/RESOLUTION REQUEST

All Fields must be completed

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: January 28, 2020

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.)

Amends the current Remote Airline Check-in Service Agreement with Baggage Airline Guest Services Inc., (BAGS, Inc.), Contract # 201845436, as requested by Denver International Airport (DEN). DEN would like to extend the current term for an additional 5 months and also increase the maximum contract liability to \$2,033,837. This request for a term extension will allow sufficient time for the completion of a new contract that will combine the services provided under both of the existing Bags Contracts, 201629746 and 201845436. The end goal is to combine all Remote Airline Check-in service agreements at DEN under one primary contract.

3. Requesting Agency: DEN, Department of Aviation

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Herald Hensley	Name: Angela Casias
Email: Herald.Hensley@flydenver.com	Email: angela.casias@flydenver.com

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

DEN would like to continue to utilize BAGS, Inc. for the duration of the agreement. Under this program, DEN passengers check their bag(s) at a drive-up car side service located at 75th Avenue just north of DEN's Pikes Peak Shuttle Lot. BAGS, Inc. prints passenger boarding passes and transports checked bags to corresponding airlines. The current hours of operation are 4:00am – 4:00pm, Saturdays through Thursdays, and 4:00am – 7:00pm on Fridays. The hours of operation may vary to meet the needs of the travelling public.

The original agreement started as a pilot program and has been very successful, DEN has expanded the initial proposed hours of operation from 91 weekly hours to 101 weekly hours. DEN will continue to analyze the demands of the traveling public and may adjust the hours of operation in the future to meet any other identified needs. Additionally, DEN may extend coverage to other locations based on the demands of the traveling public.

This second amendment allows a term extension and associated increase of compensation total while a new contract can be processed. The amendment also sets forth Denver's recent minimum wage requirement and an updated exhibit of individual hourly rates.

6. City Attorney assigned to this request (if applicable): Ema Medić – Ema.Medic@flydenver.com

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR20 0170

Date Entered: _____

7. **City Council District:** #11 – Stacie Gilmore

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

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

Sole Source Professional Preference

Vendor/Contractor Name: Baggage Airline Guest Services Inc.

Contract control number: CE-201845436-02

Location: Denver International Airport

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 2

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

Existing Term Dates: 11/1/2018 to 2/29/2020

Amended Term Dates: 11/1/2018 to 7/31/2020

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)
\$1,333,837	\$700,000	\$2,033,837

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
11/1/2018 to 2/29/2020	5 months	7/31/2020

Scope of work:

BAGS, Inc. is a full-time service provider operating a baggage drop service located at 75th Avenue just north of DEN's Pikes Peak Shuttle Lot. BAGS, Inc. partners with United Airlines, Southwest Airlines, Delta Airlines, American Airlines, and Spirit Airlines to provide complimentary bag check-in. Under this program, DEN passengers check their bag(s) at a drive-up car side service. BAGS, Inc. prints passenger boarding passes and transports checked bags to corresponding airlines. The current hours of operation are 4:00am – 4:00pm, Saturdays through Thursdays, and 4:00am – 7:00pm on Fridays. The hours of operation may vary to meet the needs of the travelling public.

The original agreement started as a pilot program and has been very successful, DEN has expanded the initial proposed hours of operation from 91 weekly hours to 101 weekly hours. DEN will continue to analyze the demands of the traveling public and may adjust the hours of operation in the future to meet any other identified needs. Additionally, DEN may extend coverage to other locations based on the demands of the traveling public.

Was this contractor selected by competitive process? No

If not, why not?

This is a sole source professional preference contract amendment that utilizes proprietary software. Currently BAGS Inc. is the only service provider that has created a proprietary software with the capability of interfacing with multiple airlines. Although there is not a

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR20 0170

Date Entered: _____

prohibition on other remote baggage check-in service providers – securing TSA approval and certification of delivery routes, delivery systems, and ground security coordinators – BAGS, Inc. is the only service provider that has already met these requirements at DEN. DEN staff considered utilizing a competitive selection process to procure the services for this program. Based on purpose/timeline for the extension, BAGS Inc.’s unique existing capability to check-in airline passengers on multiple airlines, and its existing TSA approvals at DEN, it is highly unlikely a competitive selection process would produce additional service providers that could meet the date of execution for the extension. Additionally, DEN does not have the capacity or expertise to perform remote airline check-in services itself. It is also in DEN’s best interest to extend the current agreement term and make the expiration date coterminous with the contract at the Hotel Transit Center in order to combine both Agreements after July 2020. The end goal is to combine all Remote Airline Check-in Service agreements at DEN under one primary contract.

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

Source of funds: O&M – Parking & Transportation

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR20 0170

Date Entered: _____