

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: 5/22/2023

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: PO > \$500K

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 a Purchase Order (PO-00132255) in the amount of \$500,000.00 with MICHAELS OF DENVER CATERING INC for purchase of meals for guests at emergency shelters

3. Requesting Agency: Denver Human Services and General Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Tami Tapia / Justin Sykes	Name: Tami Tapia / Justin Sykes
Email: Tami.Tapia@denvergov.org @denvergov.org / Justin.Sykes@denvergov.org	Email: Tami.Tapia@denvergov.org @denvergov.org / Justin.Sykes@denvergov.org

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

This PO is for the purchase of meals for guests at emergency shelters using Denver Human Services budget.

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

Raana Haidari

7. City Council District: Multiple (shelter locations not currently being shared publicly)

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):

Purchase order > \$500K

Vendor/Contractor Name: MICHAELS OF DENVER CATERING INC

Contract control number: PO-00132255

Location:

6385 W 52ND AVE
STE 3A
ARVADA, CO 80002
United States of America

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

This is a new purchase order.

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

Upon purchase order issuance (May 10, 2023) until December 31, 2023

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)
\$500,000	\$0	\$500,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
5/10/23 – 12/31/23		

Scope of work:

Meals for emergency shelters (until sheltering contract is in place that would also provide meals)

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

This purchase order was awarded through a competitive request for proposal process in partnership with General Services, Public Health and Environment, and Finance. It was initiated when the Emergency Operations Center (EOC) was first activated and coordinated with the EOC.

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

Source of funds:

Denver Human Services fund 13008 contingency budget (preliminarily pending any state/federal reimbursement)

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

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: _____

Date Entered: _____