

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: 5/12/2014

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:

This is for a 1<sup>st</sup> Amendment on an Office Space Lease Agreement Amendment with Prospect International Airport Services, Inc., Contract Control Number #201309825-01, a service that provides DEN airlines contract service and assistance with providing wheel chair services to traveling passengers.

3. Requesting Agency: Department of Aviation

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

- Name: Amy Raaz
- Phone: (303) 342-2201
- Email: Amy.Raaz@flydenver.com

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: John Ackerman
- Phone: (303) 342-2568
- Email: John.Ackerman@flydenver.com

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

This 1<sup>st</sup> Amendment to the Prospect International Airport Services, Inc., Office Space Lease will give Prospect the right to use additional office space at DEN to support their wheel chair operations. This is a revenue contract. Term: 10/15/2013 to 10/15/2016

*\*\*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.)*

- a. Contract Control Number: 201309825-01
- b. Duration: 3 years
- c. Location: DIA
- d. Affected Council District: 11
- e. Benefits: Prospect contracts with various DEN airlines to provide wheel chair services to travelers
- f. Costs: Revenue

<i>Current Contract Amount</i> <i>(A)</i>	<i>Additional Funds</i> <i>(B)</i>	<i>Total Contract Amount</i> <i>(A+B)</i>
\$5,700.00 Annually	\$4,360.00 Annually	\$10,060.00 Annually

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
10/15/2013 – 10/15/2016		10/15/2016

g. Date Goals Assigned: n/a

h. Goals: n/a

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date: \_\_\_\_\_

**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: \_\_\_\_\_

## Key Contract Terms

Vendor/Contractor Name: Prospect International Airport Services, Inc.

Contract control number: 201309825-01

City's contract manager: Amy Raaz

Was this contractor selected by competitive process? Was it the low bid? This is an Amendment to an existing Agreement

Term/Duration of contract/project: 10/15/2013 through 10/15/2016

Renewal terms: N/A

Purpose:

Scope of services to be provided with performance bench marks: Prospect contracts with various DEN airlines to provide wheel chair services to travelers.

Cost/value: \$10,060.00 Annually

Source of funds: Revenue to City

Benefit: Provides wheelchair service to passengers

Termination provision for City and for contractor: The lease can be canceled with 30 days' notice by either party.

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):  
Who are the subcontractors to this contract?

Location: C Concourse, Mezzanine Level, Centercore

Affected Council District: 11

---

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date: \_\_\_\_\_