

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: 3/2/2017

Please mark one: [] Bill Request or [X] Resolution Request

1. Has your agency submitted this request in the last 12 months? [] Yes [X] No

If yes, please explain:

2. Title: This is to execute a new office space as an ancillary agreement to the airport with Worldwide Flight Services, Inc., a service provider operating at Denver International Airport (DEN). Contract number 201732939.

3. Requesting Agency: Department of Aviation

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

- Name: Aaron Barraza
Phone: (303) 342-2261
Email: Aaron.Barraza@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: Mukesh "Mookie" Patel
Phone: (303) 342-2501
Email: Mookie.Patel@flydenver.com

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

Worldwide Flight Services, Inc. is a ground handling company contracting with several airlines at DEN to provide various services. They will be leasing approximately 312 square feet of office space on the apron level of Concourse A to support their operation. Rent will be \$50,458.00 annually, but is published in DEN's Rates and Charges and can be adjusted annually. This Agreement will run for a 5-year period, ending 12/31/2021.

**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: 201732939
b. Duration: 5 years
c. Location: DEN
d. Affected Council District: 11
e. Benefits: Generates approximately \$50,458.00 in annual revenue.
f. Costs: This is a revenue contract.

Table with 3 columns: Current Contract Amount (A), Additional Funds (B), Total Contract Amount (A+B). Values: \$0, N/A, \$50,458.00 Annually

Table with 3 columns: Current Contract Term, Added Time, New Ending Date. Values: 1/1/2017 - 12/31/2021, N/A, 1/1/2017 - 12/31/2021

g. Date Goals Assigned: N/A

h. Goals: N/A

7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?) Please explain.

None.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Key Contract Terms

Type of Contract: Office Space Lease

Professional Services > \$500K Lease Design or Construction for airport improvements > \$5M
 Grant IGA Sale of Real Property Sale of Personal Property

Vendor/Contractor Name: Worldwide Flight Services, Inc.

Contract control number: 201732939

City's contract manager: Mark Uriarte

Was this contractor selected by competitive process? No

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

Term/Duration of contract/project: 5 Years

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

Renewal terms: N/A

Purpose: Worldwide Flight Services, Inc., is a company contracting with several airlines to provide ground handling services.

Cost/value: \$50,458.00 annually

Source of funds: Revenue to City

Benefit: Creates rental revenue and fills vacancy for DEN

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

Location: Denver International Airport

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____