

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 5/24/2022

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.)

Renewal of Master Purchase Order with a name change from Western Paper Distributors, Inc. to Imperial Bag & Paper Co LLC, dba Western Paper Distributors. Due to the name change a new Master Purchase Order needs to be issued.

**3. Requesting Agency:** General Services Purchasing Division on behalf of General Services Central Services Team

**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: <a href="mailto:elizabeth.hewes@denvergov.org">elizabeth.hewes@denvergov.org</a>	Email: <a href="mailto:elizabeth.hewes@denvergov.org">elizabeth.hewes@denvergov.org</a>

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

Provide janitorial supplies City-Wide.

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

N/A

**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:** Imperial Bag & Paper Co LLC, dba Western Paper Distributors

**Contract control number:** SC-00006922

**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):**

August 1, 2020 – July 31, 2022 (current term)

August 1, 2022 to July 31, 2023 (this renewal)

No more renewals available

**Contract Amount (indicate existing amount, amended amount and new contract total):**

<b>Current Contract Amount</b> (A)	<b>Additional Funds</b> (B)	<b>Total Contract Amount</b> (A+B)
<b>Current Contract Term</b>	<b>Added Time</b>	<b>New Ending Date</b>

**Scope of work:**

Provide janitorial supplies City-Wide

**Was this contractor selected by competitive process?** The competitive process was done by the State of Colorado. The City is using the cooperative language from the State's award to receive the best pricing possible. State Agreement #149194.  
**If not, why not?**

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

**Source of funds:** City administered funds

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

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

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Although this is a cooperative contract and is exempt from DSBO's ordinance, Western Paper Distributors has volunteered to report to the City annually purchases from small, minority, and women owned businesses.

**Who are the subcontractors to this contract?**

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