

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: July 2, 2018

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: Approves a contract with WestJet for a marketing Air Service Development Incentive, contract execution #201738749-00

3. Requesting Agency: Denver International Airport

4. Contact Person:

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

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

WestJet qualifies for an air service development incentive for their new service to Calgary which began March 8, 2018. As an international market, service to Calgary qualifies for this incentive. WestJet’s marketing plan and activities must be approved by Denver International Airport (DEN) and must promote travel to/from DEN.

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

7. City Council District: 11

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR18 0740

Date Entered: _____

Key Contract Terms

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

Professional Services

Vendor/Contractor Name: WestJet

Contract control number: 201738749-00

Location: Denver International Airport

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):

01/01/2018 – 03/07/2019 1 year, 2 months

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

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
N/A	N/A	\$1,000,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
N/A	N/A	03/07/2019

Scope of work:

WestJet qualifies for an air service development incentive because they are initiating scheduled international air service at Denver International Airport (DEN). The incentive provides a maximum of \$1,000,000.00 in funds available for marketing of this service. WestJet will maintain the Denver – Calgary route for the duration of the contract period and will be refunded for approved marketing activities related to the promotion of the Denver – Calgary service. Marketing activities include, but are not limited to advertising, events, media outreach, public relations and other related initiatives.

Was this contractor selected by competitive process? No

If not, why not? Non-Competitive Sole Source

A competitive selection is not used for the air service incentive program; however, the program is offered to all airlines offering scheduled passenger service.

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

Source of funds: The City’s Airport System Capital Improvement and Replacement Fund

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

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

Who are the subcontractors to this contract? None

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR18 0740

Date Entered: _____