

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: July 17, 2025

Please mark one: ☐ Bill Request or ☒ Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

☐ Yes ☒ No

1. Type of Request:

☐ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment

☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change

☒ Other: Master Purchase Order

2. **Title:** Approves a master purchase order with Print-O-Tape, Inc. for \$1,200,000.00 and for two years with three one-year options to extend to provide Common Use Boarding Passes and Bag Tags at Denver International Airport (DEN), in Council District 11 (SC-00010558).

3. **Requesting Agency:** Department of Aviation

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Juan Lucero, SVP Business Technologies	Name: Kevin Forgett, State and Local Legislative Advisor
Email: Juan.Lucero@flydenver.com	Email: Kevin.Forgett@flydenver.com

5. **General description or background of proposed request. Attach executive summary:** This master purchase order is for Common Use Boarding Passes and Bag Tags for the Denver International Airport in Council District 11 (SC-0010558.). The current system at DEN for Common Use Boarding Passes and Bag Tags is operationally inefficient. The twenty (20) participating airlines have their own different print stock, process and storage areas. The new Master Purchase Order will allow DEN to provide a single style of print stock for use by the Twenty participating airlines to streamline the process of providing Common Use Boarding Passes and Bag Tags for their customers. The process and storage issues will be streamlined for maximum efficiency. The cost for the new stock will be funded by common use airlines.

This Master Purchase Order supports the Growing Our Infrastructure and Maintaining What We Have pillars of DEN's Vision 100 by replacing the current operationally inefficient Common Use Boarding Passes and Bag Tags system a new streamlined efficient one. The new process that will support our current twenty (20) airline partners and allow for future growth of the program.

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

7. **City Council District:** 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: _____

Date Entered: _____

Key Contract Terms

Type of Contract: Contract for Goods and Services over \$500K

Vendor/Contractor Name (including any dba's): Print-O-Tape, Inc

Contract control number (legacy and new): SC-00010558

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): This is a two year with three one-year options to extend Master Purchase Order in the amount of \$1,200,000.00.

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)
\$1,200,000.00	N/A	\$1,200,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
two year with three one-year options to extend	N/A	two year with three one-year options to extend ;07/31/2030

Scope of work: Approves a purchase order with SC-00010558. in the amount of \$1,200,000.00 through 7/31/2030 for master purchase order is for Common Use Boarding Passes and Bag Tags for the Denver International Airport.

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

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

Source of funds: DEN Operations and Maintenance annual budget (DEN BT - Program 01 – Boarding Pass Bag Tag line item)

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☒ N/A Does not apply as the Division of Small Business Opportunity has established that no program will apply.

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

Who are the subcontractors to this contract? N/A

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