

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: **6/28/2017**

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:** 201631103: D & A Solutions, LLC, is a contracting company which provides services to several airline operations at Denver International Airport (DEN).

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:** Patrick Heck
- **Phone:** (303) 342-2501
- **Email:** Patrick.Heck@flydenver.com

6. **General description of proposed ordinance including contract scope of work if applicable:** This agreement is for three (3) years for office space at Denver International Airport. This is a revenue agreement which seeks to lease office space to a company contracted with, and providing services to, several airlines operating at DEN, and is exempt from the competitive-selection requirements of Executive Order 8, Memorandum 8B. Support leases are not selected competitively because the lease is ancillary to, and in support of existing lease agreements; accordingly, office and support space leases create special circumstances exempting them from competitive selection.

*****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:** 201631103

b. **Duration:** 3 years

c. **Location:** DEN

d. **Affected Council District:** 11

e. **Benefits:** Generates approximately \$4,690 in annual revenue and fills vacancy for DEN.

f. **Costs:** This is a revenue contract.

Current Contract Amount	Additional Funds	Total Contract Amount
(A)	(B)	(A+B)
\$4,690. 00 annually	\$0	\$4,690. 00 annually

Current Contract Term	Added Time	New Ending Date
Date of Execution to Three years	3 years	Date of Execution to Three years

g. **Date Goals Assigned:** D and A Solutions is a company contracting with several airlines to provide drug testing services. They will lease a space in Concourse A.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

h. Goals: N/A

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

Key Contract Terms

Type of Contract:

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

Vendor/Contractor Name: D & A Solutions, LLC

Contract control number: 201621103

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:

Is this a new contract? ☒ Yes ☐ No Is this an Amendment? ☐ Yes ☒ No If yes, how many? 1

Renewal terms: N/A

Purpose: D and A Solutions, LLC - Office Space Lease. This company is contracting with and providing services to several airlines operating at Denver International Airport.

Cost/value: \$4,690 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):

Who are the subcontractors to this contract?

Location: Denver International Airport

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____