

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MailHighOrdinance@DenverGov.org by **9:00 a.m. on Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 11/08/2023

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.)

Approves contract between the department of Housing Stability (HOST) and The Salvation Army (TSA) for \$1,735,985 to provide meals to the micro-community sites. HOST-202371150

3. Requesting Agency: Department of Housing Stability (HOST)

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Evangeline Bengert	Name: Chris Lowell
Email: Evangeline.Bengert@denvergov.org	Email: Christopher.Lowell@denvergov.org

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

The Salvation Army will provide healthy, nutritious meals to individuals staying at the micro-community sites, TSA will provide each site with 3 meals (breakfast, lunch and dinner) per day per person from 12/1/2023 – 12/31/2024.

The number of meals provided daily will be dictated by the number of clients residing at each micro-community.

TSA will work with micro-community providers to ensure they are meeting dietary and allergy requirements for each guest.

6. City Attorney assigned to this request (if applicable): Johna Varty and Eliot Schaefer

7. City Council District: All

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

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):

Professional Services > \$500K

Vendor/Contractor Name: The Salvation Army

Contract control number: HOST-202371150

Location: 1370 Pennsylvania St, Denver, CO 80203-5018

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):

HOST-202371150: 12/01/2023 – 12/31/2024

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

<i>Current Contract Amount</i> <i>(A)</i>	<i>Additional Funds</i> <i>(B)</i>	<i>Total Contract Amount</i> <i>(A+B)</i>
\$1,735,985	N/A	\$1,735,985

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/01/2023 – 12/31/2024	N/A	N/A

Scope of work:

List of Services to be provided by contractor

1. The Salvation Army (TSA) will provide three meals a day per guest at the micro-community sites and be billed as individual meals (i.e. \$4.17 per breakfast meal served, \$7.44 per lunch served, \$7.45 per dinner served).
2. TSA will coordinate with city and shelter service provider staff at the site on a weekly basis to determine the expected number of guests for the week.
3. TSA shall order/prepare food items based on this expected number of guests plus 8 additional meals.
4. TSA shall charge based upon actual meals delivered.
5. TSA shall perform any services in accordance with the standard of care exercised by highly competent vendors who perform like or similar services and adhere to all applicable food service laws and regulations.
6. TSA shall deliver healthy meals; at minimum one meal per day must be a hot meal.
7. TSA should work to address dietary and allergy requirements.

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Date Entered: _____

Budget

Meal Cost	December 1, 2023 – December 31, 2024 Contract Amount
Breakfasts: \$4.17 per person	\$379,804
Lunches: \$7.44 per person	\$677,635
Dinners: \$7.45 per person	\$678,546
Total Maximum Costs	\$1,735,985

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

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

Source of funds: American Rescue plan Act (ARPA)

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

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