

## 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**.

***\*All fields must be completed.\****  
*Incomplete request forms will be returned to sender which may cause a delay in processing.*

**Date of Request:** August 27, 2014\_\_\_\_\_

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:** *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

Expenditure contract (201416395) with Lewan and Associates, Inc. for managed print services including copy management, equipment lease, and printer maintenance.

**3. Requesting Agency:** General Services

**4. Contact Person:** *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Daniel Swinarski
- **Phone:** 720-865-7511
- **Email:** Daniel.Swinarski@denvergov.org

**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:** Roy Lie
- **Phone:** 720-913-0812
- **Email:** Roy.Lie@denvergov.org

**6. General description of proposed ordinance including contract scope of work if applicable:**

Approves a \$15,000,000.00 equipment lease and managed print services contract with Lewan and Associates, Inc.

**\*\*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:** 201416395
- b. **Duration:** October 1, 2014 – September 30, 2020
- c. **Location:** Citywide
- d. **Affected Council District:** All
- e. **Benefits:** Consolidates previously separate printer management and maintenance services, resulting in greater efficiency and reduced costs.
- f. **Costs:** \$15,000,000.00

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

No.

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*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_