

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at 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: December 28, 2015

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.)*

Requesting approval of Master Purchase Order (MPO) 5960S0115 with MSC Industrial Supply, Inc. to provide HVAC filters, motors, and belts for Denver International Airport.

3. **Requesting Agency:** Purchasing

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

- **Name:** Curtis Subia
- **Phone:** 303-342-2113
- **Email:** curtis.subia@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:** Curtis Subia
- **Phone:** 303-342-2113
- **Email:** curtis.subia@denvergov.org

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

Requesting approval of Master Purchase Order (MPO) 5960S0115 with MSC Industrial Supply, Inc. to provide HVAC filters, motors, and belts for Denver International Airport, with a maximum contract length of 1 year (Initial Term 12/28/2015 through 2/28/2017 and maximum contract amount of \$2 Million.

*****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 – please do not leave blank.)***

- a. **Contract Control Number:** 0335Z0115
- b. **Duration:** December 28, 2015 through and including February 28, 2017.
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** HVAC filters, motors, and belts.
- f. **Costs:** None

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

None Known.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____