

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 11/8/2021

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 a contract with Rocky Mountain Microfilm and Imaging, LLC for the purpose of digitization of existing physical files for Community Planning and Development

3. Requesting Agency: Community Planning and Development

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution:	Contact person to present item at Mayor-Council and Council
Name: Zach Fleck / Anna Weber	Name: Anna Weber
Email: Zachary.fleck@denvergov.org / Anna.weber@denvergov.org	Email: Anna.Weber@denvergov.org

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

This contract will provide scanning services for Community Planning and Development Zoning Property & Permit Records, Planning Services, Assessors Appraisal Cards, Zoning "Red Book", and Electrical Plan Files. Files will be delivered as multi-page .pdf files in a format compatible with the city's current Alfresco content management system. Accomplishing this task will allow for more efficient and effective retrieval of property records by CPD staff and members of the public.

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

Josh Roberts

7. City Council District: All

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

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 1378

Date Entered: _____

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):
Expenditure Contract

Vendor/Contractor Name:
Rocky Mountain Microfilm and Imaging, LLC

Contract control number:
CPLAN-202161134

Location:
9164 Marshall Place Westminster, CO 80031

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):
3 years 11/05/2021 to 11/04/2024

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

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
<i>974,029.28</i>		<i>974,029.28</i>
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Scanning services for Zoning Property & Permit records, Planning Services, Assessors Appraisal Cards, Zoning "Red Book", and Electrical Plan files. Files will be delivered as multi-page .pdf files in a format compatible with the city's current Alfresco content management system.

Was this contractor selected by competitive process? *Yes, 29307Q* If not, why not?

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

Source of funds: *General Fund*

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?
No subcontractors will be used.

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