

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: 8/25/2020

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.)

Amends a contract with Lewan & Associates by adding one year for a new end date of 9/30/2021 and adding a new statement of work to add the PaperCut software enhancing the City's Managed Print Services program

3. Requesting Agency: Technology Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Christian Selby	Name: Joe Saporito
Email: Christian.selby@denvergov.org	Email: joseph.saporito@denvergov.org

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

Lewan & Associates was awarded an RFP to implement and support a Managed Print Services program for the City and County of Denver's office printing needs in 2014. This program has been successful but has come to the end of its term and Technology Services is finalizing its analysis of other Managed Print Services. This contract is being extended one year to allow for the completion of Technology Services' analysis of other Managed Print Services, contracting with the chosen vendor and the initialization of a new program. Lewan will continue to provide management and maintenance for print devices that are installed and located throughout the City, including Denver International Airport, until the next program is stood up. This amendment also adds the PaperCut software. This software will seamlessly monitor and control the City's printing resources while providing secure print release and print policies to encourage responsible printing.

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

7. City Council District: N/A - Citywide

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

Key Contract Terms

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

Standard Expenditure contract exceeding \$500,000

Vendor/Contractor Name: Lewan & Associates

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR20 0903

Date Entered: _____

Contract control number: TECHS-202055180

Location: Citywide

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 3rd

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Current Contract Term: 10/1/2014 - 9/30/2020 Proposed term: 10/1/2014 - 9/30/2021 Duration: 7 years

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>
\$15,000,000	N/A	\$15,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
10/1/2014 - 9/30/2020	One Year	9/30/2021

Scope of work:

Lewan and Associates will continue to provide management and maintenance for print devices that are installed and located throughout the City, including Denver International Airport.

Was this contractor selected by competitive process? Yes

If not, why not?

Has this contractor provided these services to the City before? Yes (via this contract) No

Source of funds: Agency operational funds

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? N/A

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