

**ORDINANCE/RESOLUTION REQUEST**

Please email DPR requests to [Laura.Morales@denvergov.org](mailto:Laura.Morales@denvergov.org) by **12:00pm on Monday**.

**Date of Request: 2.4.2019**

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.)

**Contract Amendment.** Approves an amendment between the City and County of Denver and Swingle for on-call tree maintenance services. (Update Rate Sheet and add one year).

**3. Requesting Agency:**

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jim Myer	Name: Laura Morales
Email: James.myer@denvergov.org	Email: Laura.Morales@denvergov.org

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

Exhibit B (rate sheet) will be updated. The additional year will allow for use of the tree contract to be used city wide to assist other internal city agencies with specialty case tree issues. Additionally, there may be large and/or special projects, along with the neighborhood sidewalk repair program, that may need to address tree issues.

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

Jason Moore

**7. City Council District:**

City Wide

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

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

Resolution/Bill Number: RR19 0126

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

## Key Contract Terms

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

**Vendor/Contractor Name:** Swingle, Inc.

**Contract control number:** 201735118

**Location:** Private Property citywide

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?** 1

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

Existing: 7/11/2017 – 6/1/2019

Amended: 7/11/2017 – 6/1/2020

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
500,000	0	500,000

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
7/11/2017 – 6/1/2019	1 year	6/1/2020

**Scope of work:**

Swingle provides services related to tree maintenance throughout the City, including locations on private property. Services include:

- tree management and pruning (deadwood, hazardous limbs, for clearance of streets, traffic, vision, etc.)
- tree removal
- stump removal

Amendment does not change scope.

**Was this contractor selected by competitive process?** No **If not, why not?** An RFP for services was advertised on 2/23/2017; the responses were minimal with only one successful proposer. Due to the successful proposer being unable to maintain and complete the entire work load a justification letter was approved to contract with Swingle.

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

**Source of funds:**

**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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