

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **9:00a.m. on Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 11/1/2023

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 existing contract with Central Student Transportation ("CST") by adding \$750,000.00 and extending the term by one (1) year, with a new end date of 12/31/2024 (HOST-202371017-02) and contract total of \$1,200,000.00. Amendment will fund the continuation of transportation services for individuals experiencing homelessness and support the transportation needs of the city-wide migrant response.

3. **Requesting Agency:** Department of Housing Stability (HOST)

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Israel Cruz	Name: Christopher Lowell
Email: israel.cruz@denvergov.org	Email: christopher.lowell@denvergov.org

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

Central Student Transportation ("CST") provides transportation services for individuals experiencing homelessness in a "Circular Route" consisting of stops at or near homeless shelters and service providers. The route is available to riders from 8:30am to 3:30pm Monday through Friday, running approximately a full route cycle every 1.5 hours in both clockwise and counterclockwise directions. CST also provides transportation services at migrant shelters as part of the city-wide Migrant Response. Reporting expectations include monthly tracking of riders per trip, riders utilizing each stop, departure, and arrival times. CST and HOST also meet monthly to discuss success and challenges.

- a. **Contract Control Number:** HOST-202371017-02
- b. **Duration:** 01/01/2024 to 12/31/2024
- c. **Location:** Denver, CO
- d. **Affected Council District:** All Districts
- e. **Benefits:** Provides transportation services for migrants and persons experiencing homelessness.
- f. **Costs:** \$750,000.00

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

7. **City Council District:** All

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

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

Professional Services > \$500K

Vendor/Contractor Name: Central Student Transportation

Contract control number: HOST-202371017-02

Location: 3975 E. 56th Avenue, Unit 20A, Commerce City, CO 80222

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** 2

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

Original Agreement:	HOST-202265250	(01/01/2023 – 12/31/2023)
1 st Amendment:	HOST-202266214-01	(01/01/2023 – 12/31/2023)
2 nd Amendment:	HOST-202371017-02	(01/01/2023 – 12/31/2024)

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

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$450,000.00	\$750,000.00	\$1,200,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
01/01/2023 – 12/31/2023	12 months	12/31/2024

Scope of work:

SERVICES DESCRIPTION

- A. CST will provide bus transportation to individuals experiencing homelessness Monday thru Friday through the term of this contract using transit buses. Transports are from designated points of origin to designated destinations and occur throughout the day.
- B. Locations are generally located within five (5) miles from central Denver. Starting locations are in central downtown Denver and ending locations are in the vicinity of I-70 and Colorado Boulevard.
- C. CST will provide ADA accessible vehicles for individuals in wheelchairs or with other mobility impairments
- D. Riders are to be picked up and dropped off from 8:30 a.m. to 5:30 p.m.
- E. Transportation will allow for approximately 150 people during the time frames specified.
- F. All buses will have a camera and audio to monitor activities on the bus.
- G. All additional routes must be approved by HOST management. Additional routes cannot exceed the allocated budget for the current term of the contract.
- H. CST must have a contingency plan that includes notification to HOST management, shelter locations and clientele if they cannot run routes and/or routes are running late.

Was this contractor selected by competitive process? Yes

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): N/A

Who are the subcontractors to this contract? N/A

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