

ORDINANCE/RESOLUTION REQUEST

*\*All fields must be completed.\*  
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: 11/10/2015

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:** This is to execute a Licensing Agreement (PLANE-201522962) between the City and the United Services Organizations, Inc. (USO) for space at Denver International Airport, to use as a club to support US Armed Forces members and their families.

3. **Requesting Agency:** Department of Aviation

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

- **Name:** Amy Raaz
- **Phone:** (303) 342-2201
- **Email:** Amy.Raaz@flydenver.com

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:** Mookie Patel, Senior Vice President – Commercial Property and Airline Affairs
- **Phone:** (303) 342-2501
- **Email:** Mookie.Patel@flydenver.com

6. **General description of proposed ordinance including contract scope of work if applicable:** This Licensing Agreement provides a lounge area and storage space in Concourse A for the use of the USO. The term of the contract is 5 years.

*\*\*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.)*

- a. **Contract Control Number:** PLANE-201522962
- b. **Duration:** 5 years, plus 3 year option which must be approved by the CEO
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** Colorado has one of largest active and retired military communities in the United States. The USO is a not-for-profit organization that provides services to US Armed Forces members free of charge. A lounge at DEN that services US Armed Forces and their families contributes to the good will of DEN in the local community. Moreover, DEN believes proving a lounge and services to US Armed Forces and their families traveling through DEN is an important public function of an American Airport.
- f. **Costs:**

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$1.00 per year		\$1.00 per year

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
6/1/2015 – 5/31/2020		

- g. **Date Goals Assigned:** N/A
- h. **Goals:** N/A

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: \_\_\_\_\_

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

7. **Is there any controversy surrounding this ordinance?** (*Groups or individuals who may have concerns about it?*) **Please explain.** No Controversy

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

SIRE Tracking Number: \_\_\_\_\_

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

Key Contract Terms

Type of Contract:

- Professional Services > \$500K     Lease     Design or Construction for airport improvements > \$5M
- Grant     IGA     Sale of Real Property     Sale of Personal Property

Vendor/Contractor Name: United Services Organizations, Inc. (USO)

Contract control number: PLANE-201522962

City’s contract manager: Mookie Patel- Senior Vice President – Commercial Property and Airline Affairs

Was this contractor selected by competitive process? No

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

Term/Duration of contract/project:

Is this a new contract?  Yes  No    Is this an Amendment?  Yes  No    If yes, how many? \_\_\_\_\_

Renewal terms: 3 year option to extend term with CEO’s approval

Purpose: This Licensing Agreement provides a lounge area and storage space in Concourse A for the use of the USO. The term of the contract is 5 years.

Scope of services to be provided with performance bench marks: N/A

Cost/value: \$1.00 per year

Source of funds: Revenue

Benefit: Colorado has one of largest active and retired military communities in the United States. The USO is a not-for-profit organization that provides services to US Armed Forces members free of charge. A lounge at DEN that services US Armed Forces and their families contributes to the good will of DEN in the local community. Moreover, DEN believes providing a lounge and services to US Armed Forces and their families traveling through DEN is an important public function of an American Airport.

Termination provision for City and for contractor: N/A

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

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

SIRE Tracking Number: \_\_\_\_\_

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

Location: Denver International Airport

Affected Council District: 11

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

SIRE Tracking Number: \_\_\_\_\_

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