



### CONTRACT EXECUTIVE SUMMARY

1. Project Name: <b>Worldwide Flight Services, Inc.</b>	Current Action Requested: Final Contract Approval
2. Division: <u>Revenue Management</u>  Section# / Section Name: <b>1920</b>	3. Project Manager: Mark Uriarte Attorney: Max Taylor Assigned CA: Hannon
4. Contract Type: Revenue	Type of Process: Non-Competitive Agreement
5. Is City Council Approval Required: Yes	6. Is Term over 3 Years: Yes
7. Contractor/Consultant/Vendor: <b>Worldwide Flight Services, Inc.</b> Contractor Address: 26200 E 75 <sup>th</sup> Avenue Denver, CO 80249 Contact Name: Liane Kelly Phone: 972-456-3938 Email Address: lkelly@casusa.com Entity type: Corporation State of Incorporation: NY	8. Estimated or Current Amount: \$50,458.00 Annually Amendment Amount: \$N/A New Total Amount: \$50,458.00 Annually
9. FORECAST INFORMATION Anticipated Advertisement: N/A If requesting a change to the Forecast List, state reason for the change: <u>Choose an item.</u>	<input checked="" type="checkbox"/> No Forecast (Professional Preference/Informal Bid/etc.) <input type="checkbox"/> 30 Day Forecast (Design/Professional Services) <input type="checkbox"/> 90 Day Forecast (Construction/Revenue) <input type="checkbox"/> Justification for Waiver: N/A
10. SELECTION INFORMATION Date placed on Forecast List: N/A Date Advertised: N/A Date Selection Made: N/A Date Manager of Aviation approved: N/A	11. Current Term: <u>1/2/2017</u> to <u>12/31/2021</u> Term Extension of Amendment: N/A Total Term in Years: 5
12. Alfresco Contract #: 201732939 Amendment Number: N/A PeopleSoft Requisition #: N/A	13. DSBO Goals: N/A % Established: N/A % Proposed: N/A % Achieved: N/A

A. **Brief Project Description** *(Describe briefly, and, if applicable, will be used for the 90-Day Forecast List)*

This office space lease is an ancillary agreement to the airport and does not require posting on the Forecast List. See further details in paragraph D below.

B. **Memorandum No. 8B to Mayoral Executive Order No. 8** *(Justification for deviation from Competitive Selection Policy, e.g. for Non-Competitive Process, Term > 3 Years, and Amendments)*

This is a revenue agreement which seeks to lease office space to a company contracted with, and providing services to, several airlines operating at DEN, and is exempt from the competitive-selection requirements of Executive Order 8, Memorandum 8B. Support leases are not selected competitively because the lease is ancillary to, and in support of existing lease agreements; accordingly, office and support space leases create special circumstances exempting them from competitive selection, as provided for in Paragraph 3 of Memorandum 8B.

C. **Selection Process Details or Other Related Actions**

This is a revenue agreement which seeks to lease office space to a company contracted with, and providing services to, several airlines operating at DEN, and is exempt from the competitive selection requirements.

D. **Provide in detail the Scope of Work, Agreement, Amendment, or Project** *(Explain any changes in the term)*

Worldwide Flight Services, Inc. is a ground handling company contracting with several airlines at DEN to provide various services. They will be leasing approximately 312 square feet of office space on the apron level of Concourse A to support their operation. Rent will be \$50,458.00 annually, but is published in DEN's Rates and Charges and can be adjusted annually.

E. **Alternatives Considered**

No alternatives considered. Tenant needs office space to support their operations.

F. **Goal Details** *(Enter the goal, amount achieved to date, level of participation, and name of certified company)*

This contract does not require any construction to be performed on City Property. The DEN Tenant Project Manager will work with DSBO to ensure that no construction is performed on this space.

**WESTIN HOTEL:**

Does this contract include work for the Westin Hotel?  Yes  No

**SIGNATURES:**

**Contract Initiation Approval:**

**Lisa Torres**

Digitally signed by Lisa Torres  
DN: cn=Lisa Torres, o=Denver International Airport,  
ou=Revenue Support/Revenue,  
email=Lisa.Torres@flydenver.com, c=US  
Date: 2017.01.12 09:32:00 -07'00'

**Lisa A. Torres** Date  
Manager of Contract Services

**alan.waseleski@flydenver.com** Date  
Digitally signed by  
alan.waseleski@flydenver.com  
DN: cn=alan.waseleski@flydenver.com  
Date: 2017.01.12 10:45:22 -07'00'

**Finance Approval** Date

**Uriarte, Mark - DIA**  
Digitally signed by Uriarte, Mark - DIA  
DN: dc=com, dc=flydenver, dc=ad, ou=Domain  
Users, ou=Employees, cn=Uriarte, Mark - DIA,  
email=Mark.Uriarte@flydenver.com  
Date: 2017.01.17 13:48:42 -07'00'

**Mark Uriarte** Date  
Campus Property Manager, 303-342-2392

**Patel, Mookie - DIA**  
Digitally signed by Patel, Mookie - DIA  
DN: dc=com, dc=flydenver, dc=ad, ou=Domain  
Users, ou=Employees, cn=Patel, Mookie - DIA,  
email=Mookie.Patel@flydenver.com  
Date: 2017.01.17 21:16:49 -07'00'

**Mookie Patel** Date  
Senior Vice President, Commercial Properties and Airline Affairs

**Heck, Patrick - DIA**  
Digitally signed by Heck, Patrick - DIA  
DN: dc=com, dc=flydenver, dc=ad, ou=Domain Users,  
ou=Employees, cn=Heck, Patrick - DIA,  
email=Patrick.Heck@flydenver.com  
Date: 2017.01.20 19:25:00 -07'00'

**Patrick Heck** Date  
Executive Vice President, Chief Commercial Officer

**Reimer, Dan - DIA**  
Digitally signed by Reimer, Dan - DIA  
DN: dc=com, dc=flydenver, dc=ad,  
ou=Domain Users, ou=Employees, cn=Reimer,  
Dan - DIA, email=Dan.Reimer@flydenver.com  
Date: 2017.01.23 06:46:16 -07'00'

**Dan Reimer** Date  
Assistant General Counsel  
Airport Legal Services

**SIGNATURES:**

**Final Contract Approval:**

**Waseleski, Alan - DIA** Digitally signed by Waseleski, Alan - DIA  
DN: dc=dnvr, dc=dia, ou=Domain Users,  
ou=Employees, cn=Waseleski, Alan - DIA  
Date: 2017.02.16 14:49:19 -07'00'

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Finance Approval

Date

**Uriarte, Mark - DIA** Digitally signed by Uriarte, Mark - DIA  
DN: dc=com, dc=flydenver, dc=ad,  
ou=Domain Users, ou=Employees, cn=Uriarte,  
Mark - DIA, email=Mark.Uriarte@flydenver.com  
Date: 2017.02.22 11:35:47 -07'00'

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Mark Uriarte

Date

Campus Property Manager, 303-342-2392

**Mukesh (Mookie) Patel** Digitally signed by Mukesh (Mookie) Patel  
DN: cn=Mukesh (Mookie) Patel, o,  
ou=Revenue Management,  
email=Mookie.Patel@FlyDenver.com, c=US  
Date: 2017.02.16 16:39:23 -07'00'

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Mookie Patel

Date

Senior Vice President. Commercial Properties and Airline Affairs

**Reimer, Dan - DIA** Digitally signed by Reimer, Dan - DIA  
DN: dc=com, dc=flydenver, dc=ad, ou=Domain  
Users, ou=Employees, cn=Reimer, Dan - DIA,  
email=Dan.Reimer@flydenver.com  
Date: 2017.02.24 10:19:36 -07'00'

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Dan Reimer

Date

Assistant General Counsel  
Airport Legal Services