

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. For any questions please contact Skye Stuart.

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

Date of Request: February 23, 2016

Please mark one: **Bill Request**

1. Has your agency submitted this request in the last 12 months?

No

If yes, please explain:

2. Title: *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: **grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.**)*

Purchasing is requesting approval for a Master Purchase Order (# 5595N0116) with two vendors - Staples Advantage and Faison Office Products for the purchase of Office Supplies. This Master Purchase Order will be used for all City agencies.

3. Requesting Agency:

Purchasing

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

- **Name:** Joe Saporito
- **Phone:** 720-913-8118
- **Email:** joseph.saporito@denvergov.org

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:** Joe Saporito
- **Phone:** 720-913-8118
- **Email:** joseph.saporito@denvergov.org

6. General description/background of proposed ordinance including contract scope of work if applicable:

Based upon a comparison of various office supplies programs available to the City, the Purchasing Dept. is contracting with Staples Advantage and Faison Office Supplies. These vendors shall provide office supplies for all City agencies.

****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 – please do not leave blank.)*

- a. **Contract Control Number:** 5595N0116
- b. **Contract Term:** January 1, 2016 through July 31, 2019
- c. **Location:** N/A
- d. **Affected Council District:** N/A
- e. **Benefits:** Provide low cost office supplies to City agencies
- f. **Contract Amount (indicate amended amount and new contract total):** \$15,000,000

7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?) Please explain.

No

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____