

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

***\*All fields must be completed.\****

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

**Date of Request:** February 18, 2016

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:** *(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, amendment, municipal code change, supplemental request, etc.)*

Requests approval of a \$20,000,000.00 Master Purchase Order (5963L0115) with RR Donnelley & Sons Company for Citywide printing and mailing services.

**3. Requesting Agency:** General Services

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

- **Name:** Melissa Bordwine
- **Phone:** 720-913-8114
- **Email:** [Melissa.Bordwine@denvergov.org](mailto:Melissa.Bordwine@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:** Roy Lie
- **Phone:** 720-913-0812
- **Email:** [Roy.Lie@denvergov.org](mailto:Roy.Lie@denvergov.org)

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

Requests approval of a Master Purchase Order with RR Donnelley for printing and mailing services. Services include mail processing, sorting and metering. Print services include photocopying, digital printing, four color printing, large format printing, and ballot printing.

**\*\*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:** MPO 5963L0115
- b. **Duration:** November 25, 2015 – November 25, 2016, with four annual renewal options.
- c. **Location:** Citywide
- d. **Affected Council District:** All
- e. **Benefits:** Professional printing and mailing services tailored to the unique requirements of multiple City agencies.
- f. **Costs:** \$20,000,000.00

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

No.

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

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

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