ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

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

Date of Request: 7/30/2026

1. **Please mark one:** ☐ **Bill Request** **or** ☒ **Resolution Request**

2. **Does this request directly impact property within .5 miles of the South Platte River (Check map HERE)** ☐ **Yes** ☒ **No**

3. **Does this item fall under XO 66 (Prop 123) requiring it to skip Mayor-Council** ☐ **Yes** ☒ **No**

4. **Do you need to request a Waiver Request for this item** ☐ **Yes** ☒ **No**

5. **Type of Request:**

☒ **Contract/Grant Agreement** ☐ **Intergovernmental Agreement (IGA)** ☐ **Rezoning/Text Amendment**

☐ **Dedication/Vacation** ☐ **Appropriation/Supplemental** ☐ **DRMC Change** ☐ **Other:**

6. **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 a Master Purchase Order with Fastenal Company to add $2,000,000.00 for a new total of $4,500,000.00 and to add one year for a new end date of 8-31-2027 for the purchase of industrial supplies, citywide (SC-00009838).

7. **Requesting Agency:** Department of General Services, Purchasing Division

8. **Contact Person:**

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Elizabeth Hewes, Michael Romero, Matthew Van Deusen	Name: Elizabeth Hewes, Michael Romero, Matthew Van Deusen
Email: elizabeth.hewes@denvergov.org, michael.romero@denvergov.org matthew.vandeusen@denvergov.org	Email: elizabeth.hewes@denvergov.org, michael.romero@denvergov.org matthew.vandeusen@denvergov.org

9. **General description or background. Attach executive summary if more space needed:** (who, what, why)

This resolution request seeks approval to increase the master purchase order by $2,000,000 and to expand the scope of services to include the optional use of vending machines and locker rentals for participating agencies. The vending machines will improve inventory control by allowing staff to accurately track materials issued for specific jobs. The City will only incur costs for items once they are dispensed, ensuring more efficient and accountable purchasing. The addition of lockers will provide employees with secure storage for tools and equipment when not in use, reducing loss and improving operational readiness. The original master purchase order was authorized under Resolution 24-1730.

10. **City Attorney assigned to this request (if applicable):** Brian Martin

11. **City Council District:** Citywide

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

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): Master Purchase Order

Vendor/Contractor Name (including dba): Fastenal Company

Contract control number (legacy and new): SC-00009838

Location: Citywide

Is this a new contract? ☐ **Yes** ☒ **No** **Is this an Amendment?** ☒ **Yes** ☐ **No** **If yes, how many? _____1**

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): 8/31/2027

Contract Amount (indicate existing amount, amended amount and new contract total): $4,500,000

Current Contract Amount (A)	*Additional Funds (B)*	*Total Contract Amount (A+B)*
$2,500,000	$2,000,000	$4,500,000

Current Contract Term	*Added Time*	*New Ending Date*
8/31/2026	1 year	8/31/2027

Scope of work:

This resolution request seeks approval to increase the master purchase order by $2,000,000 and to expand the scope of services to include the optional use of vending machines and locker rentals for participating agencies. The vending machines will improve inventory control by allowing staff to accurately track materials issued for specific jobs. The City will only incur costs for items once they are dispensed, ensuring more efficient and accountable purchasing. The addition of lockers will provide employees with secure storage for tools and equipment when not in use, reducing loss and improving operational readiness. The original master purchase order was authorized under Resolution 24-1730.

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): NA

Who are the subcontractors to this contract? N/A

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____________________ Date Entered: ___________________