

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: **6/05/2023**

Please mark one: ☐ Bill Request or ☒ Resolution Request

1. Type of Request:

- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
☐ Other:

2. Title: Approves Prospect International Airport Services, Inc., contract execution for Prospect International Support Space Lease 1st Amendment, Contract No. PLANE-202266240-01.

3. Requesting Agency: Department of Aviation

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: George Karayiannakis	Name: Carolina Flores
Email: George.Karayiannakis@flydenver.com	Email: Carolina.Flores@flydenver.com

5. General description or background of proposed request. Attach executive summary if more space needed:

This request is for an amendment to the office lease agreement between Prospect International Airport Services, Inc. (Prospect) and Denver International Airport (DEN). Prospect has operated a terminal office at the northeastern end of the Jeppesen Terminal of DEN. The specific office space currently occupied by Prospect has been closed off and is inaccessible as DEN initiates rehabilitation of the northern portion of the Terminal. Prospect intends to move to office space recently constructed and made available to Prospect by DEN on the southeast end of the fifth level of the Jeppesen Terminal.

6. City Attorney assigned to this request (if applicable): Ema Medic

7. City Council District: District 11

8. **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: Lease of Real Property.

Vendor/Contractor Name: Prospect International Airport Services, Inc.

Contract control number: PLANE-202266240/ PLANE-202266240-01.

Location: Denver International Airport

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** 01

Contract Term/Duration (for amended contracts, include existing term dates, and amended dates): Date of Execution to 04/07/2025 – 3 Years plus two 1-year options to extend.

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
Rates and Charges	N/A	N/A

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
10/15/2021 to 4/7/2025	N/A	N/A

Scope of work: Office lease agreement between Prospect International Airport Services, Inc. (Prospect) and Denver International Airport (DEN).

Was this contractor selected by competitive process? No **If not, why not?** This procurement qualifies for the situation where competition does not exist exception under Memorandum No. 8B.

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

Source of funds: Revenue

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

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Date Entered: _____