

**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**. Contact the Mayor’s Legislative team with questions

Date of Request: 9//2818

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:** (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.)

*Grants approval to lease space at City and County Building to Colorado Legal Services.*

**3. Requesting Agency:** Department of Finance / Division of Real Estate

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Lisa Lumley	Name: Lisa Lumley
Email: <a href="mailto:lisa.lumley@denvergov.org">lisa.lumley@denvergov.org</a>	Email: <a href="mailto:lisa.lumley@denvergov.org">lisa.lumley@denvergov.org</a>

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

*Approximate 3-month lease of 312 square feet at City and County Building. Tenant is Colorado Legal Services, a non-profit which provides free legal services to low-income individuals and seniors for civil cases.*

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

*Brad Beck*

**7. City Council District:**

*District 10, Wayne New*

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

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

Resolution/Bill Number: RR18 1152

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

## Key Contract Terms

**Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):**

*Lease of Real Property*

**Vendor/Contractor Name:** *Colorado Legal Services*

**Contract control number:** *FINAN-201843189-00*

**Location:** *City and County Building, 1437 Bannock Street*

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?** \_\_\_\_\_

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

*July 21, 2018 through October 31, 2018*

**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>
<i>\$3.00</i>	<i>\$0</i>	<i>\$3.00</i>

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
	<i>N/A</i>	

**Scope of work:**

*Provide space for Colorado Legal Services to meet privately with low-income and senior clients at the City and County Building.*

**Was this contractor selected by competitive process?** *No* **If not, why not?** *Vendor currently has license agreement with the City*

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

**Source of funds:**

**Is this contract subject to:**  W/MBE  DBE  SBE  XO101  ACDBE  N/A

**WBE/MBE/DBE commitments (construction, design, Airport concession contracts):**

**Who are the subcontractors to this contract?** *None*

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

Resolution/Bill Number: RR18 1152

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