

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team
at 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: 09/24/2014

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.)*

Requesting approval of Master Purchase Order (MPO) 0156A0114 with Gateway Air West, Inc d/b/a dba Super-Tech Filter to provide HVAC Filters for Denver International Airport.

3. Requesting Agency: Purchasing

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

- **Name:** Curtis Subia
- **Phone:** 303-342-2113
- **Email:** curtis.subia@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:** Curtis Subia
- **Phone:** 303-342-2113
- **Email:** curtis.subia@denvergov.org

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

Requesting approval of Master Purchase Order (MPO) 0156A0114 with Gateway Air West, Inc d/b/a dba Super-Tech Filter to provide HVAC Filters for Denver International Airport with a maximum contract length of 3 years (One year initial Term with two possible one-year renewals) and maximum contract amount of \$1.5 Million.

****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:** 0156A0114
- b. Duration:** One Year (through May 31, 2015) with two (2) potential renewals
- c. Location:** Denver International Airport
- d. Affected Council District:** 11
- e. Benefits:** Required for Runways at DIA.
- f. Costs:** None

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

None Known.

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____