

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: 4/30/2026

Please mark one: Bill Request or Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

Yes No

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.)

Amends a Master Purchase Order with Trans-West, Inc. by adding \$200,000.00 for a new total of \$800,000.00 to provide Baldwin filters. No change to the Master Purchase Order term, citywide (SC-00008044).

3. **Requesting Agency:** Generals Services Purchasing Division

4. 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, Bradley Salazar	Name: Elizabeth Hewes, Bradley Salazar
Email: elizabeth.hewes@denvergov.org , bradley.salazar@denvergov.org	Email: elizabeth.hewes@denvergov.org , bradley.salazar@denvergov.org

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

Citywide fleet operations, including Denver International Airport (DEN), rely on Baldwin filters for maintenance of medium- and heavy-duty vehicles. As the City's fleet continues to age, maintenance shops are performing a higher volume of repairs on older vehicles than originally anticipated during the budgeting process. In addition, a price increase for Baldwin filters was approved for 2025, which was not incorporated into the initial budget for this Master Purchase Order. These factors have resulted in increased expenditures beyond the originally estimated amount. The Master Purchase Order was initially approved by Resolution CR23-0898.

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

7. **City Council District:** Citywide

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

Vendor/Contractor Name (including any dba's): Trans-West, Inc

Contract control number (legacy and new): SC-00008044

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): no change to term: date of City signature through 6/30/2024 with options to renew not to exceed 6/30/2028

Contract Amount (indicate existing amount, amended amount and new contract total): Initial \$600,000, adding \$200,000 for a new total \$800,000

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$600,000	\$200,000	\$800,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
6/30/2028	N/A	N/A

Scope of work:

Citywide fleet operations, including Denver International Airport (DEN), rely on Baldwin filters for maintenance of medium- and heavy-duty vehicles. As the City's fleet continues to age, maintenance shops are performing a higher volume of repairs on older vehicles than originally anticipated during the budgeting process. In addition, a price increase for Baldwin filters was approved for 2025, which was not incorporated into the initial budget for this Master Purchase Order. These factors have resulted in increased expenditures beyond the originally estimated amount. The Master Purchase Order was initially approved by Resolution CR23-0898.

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 funds

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: _____