

# 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: November 22, 2021

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.)

Amends the contract with Rocky Mountain Mail Services, L.L.C. for Citywide mailing services by extending the contract term to December 31, 2022, increasing the contract maximum to \$1,400,000.00 and revising Exhibit B –Billing Rates.

## 3. Requesting Agency: General Services

## 4. Contact Person:

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

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

Rocky Mountain Mail Services, L.L.C. provides mailing services and service performance standards related to general mailing service needs for the City. The amendment revises the original pricing set forth in Exhibit B – Billing Rates, extends the contract expiration date to December 31, 2022, and increases the contract maximum from \$700,000 to \$1,400,000.00. The increase of the contract maximum is needed to provide service for the term extension through December 31, 2022.

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

Steve Hahn

## 7. City Council District:

Citywide

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

## Key Contract Terms

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 1447

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

**Expenditure**

**Vendor/Contractor Name:** Rocky Mountain Mail Services, L.L.C.

**Contract control number:** GENRL-202161172-00 (Alfresco GENRL-202055961-02)

**Location:** Citywide

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?** 02

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

12/01/2020 – 12/31/2021 (Existing term)  
12/01/2020 – 12/31/2022 (Amended term)

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$700,000.00	\$700,000.00	\$1,400,000.00

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/01/2020 – 12/31/2021	1 year	12/31/2022

**Scope of work:**

Rocky Mountain Mail Services, L.L.C. provides Citywide mailing services.

**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):**

**Who are the subcontractors to this contract?** n/a

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