

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

Please mark one: ☐ Bill Request or ☒ Resolution Request

Date of Request: September 26, 2024

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:** Approves a zero-dollar lease agreement with Scraps Ltd. through 12/31/2025 to lease office space on the B concourse for the Zero Waste Valet project at Denver International Airport (DEN) in Council District 11 (PLANE-202475088).

3. **Requesting Agency:** Department of Aviation

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: Scott Morrissey, SVP Sustainability	Name: Kevin Forgett, Manager of Legislative Affairs
Email: scott.morrissey@flydenver.com	Email: Kevin.Forgett@flydenver.com

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

This request is for a lease agreement between DEN and Scraps Ltd for office space on the B concourse while they perform work for a grant funded "Zero Waste Valet" pilot program at the airport. DEN's current waste diversion rate is hovering around 20%, despite evidence showing that roughly 60% of the waste stream is either recyclable or compostable. The Zero Waste Valet program is designed to support DEN's concessions partners with their waste diversion efforts by providing a hands-on waste collection service that incorporates feedback and education. This high-touch service guarantees that all waste streams end up in the proper receptacle and that contamination is as close to zero as possible. This pilot is funded through the Front Range Waste Diversion grant program and is taking place on the B concourse between May 2024 and December 2025.

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

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

Vendor/Contractor Name (including any dba's): Scraps Ltd.

Contract control number (legacy and new): PLANE-202475088

Location: Denver International Airport

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): 5/28/24 - 12/31/2025

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>
\$0	N/A	\$0

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
5/28/24 - 12/31/2025	N/A	5/28/24 - 12/31/2025

Scope of work:

This request is for a lease agreement between Scraps Ltd and Denver International Airport (DEN). Scraps has been selected as the vendor for the Zero Waste Valet project, a grant-funded pilot program sponsored by DEN's Sustainability department. They will be performing their work on the B concourse and need a space for administrative work, supply storage, and an employee break room. The pilot project will begin in May 2024 and run through December 2025.

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 and will not be competitively procured.

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

Source of funds: N/A

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

No goals were assigned to this project due to Executive Order 8, Memorandum No. 8B.

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

Who are the subcontractors to this contract? N/A

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