

## 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**.

***\*All fields must be completed.\****

*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: 8/27/2013

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:** This is to execute an Office Space Lease Agreement with Prospect International Airlines Services Inc., Contract Control Number #201309825, a service that provides DIA airlines contracted service and assistance with providing wheel chair services.

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

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

- **Name:** Amy Raaz
- **Phone:** (303) 342-2201
- **Email:** Amy.Raaz@flydenver.com

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:** John Ackerman
- **Phone:** (303) 342-2568
- **Email:** John.Ackerman@flydenver.com

6. **General description of proposed ordinance including contract scope of work if applicable:** This is for Prospect International Airlines Services lease of office space in the main terminal and give them the right to use the facilities at Denver International Airport to support their operation of wheel chair service provider for the traveling public. Prospect is contracted to provide wheel chair service for numerous DIA airlines. This is a revenue contract.

***\*\*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.)***

- a. **Contract Control Number:** 201309825
- b. **Duration:** 3 years, 10 months
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** Prospect contracts with various DIA airlines to provide wheel chair services to travelers.
- f. **Costs:** Revenue

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$5,709.60 Annually		\$5,709.60 Annually

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
02/01/2013 – 12/31/2016		12/31/2016

- g. **Date Goals Assigned:** n/a
- h. **Goals:** n/a

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

SIRE Tracking Number: \_\_\_\_\_

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

7. **Is there any controversy surrounding this ordinance?** (*Groups or individuals who may have concerns about it?*) **Please explain.** No controversy.

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

## Key Contract Terms

Vendor/Contractor Name: Prospect International Airline Services, Inc.

Contract control number: 201309825

City's contract manager: Amy Raaz

Was this contractor selected by competitive process? Was it the low bid? No. No.

Term/Duration of contract/project: 02/01/2013 through 12/31/2016

Renewal terms: n/a

Purpose:

Scope of services to be provided with performance bench marks: Prospect contracts with various DIA airlines to provide wheel chair services to travelers.

Cost/value: Revenue of \$5,709.60 Annually

Source of funds:

Benefit: Revenue

Termination provision for City and for contractor: The lease can be canceled with 30 days' notice by either party.

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):  
Who are the subcontractors to this contract?

Location: Main Terminal, East, Level 5, Mod 3

Affected Council District: 11

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