

## 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**. For any questions please contact Skye Stuart.

***\*All fields must be completed.\****  
*Incomplete request forms will be returned to sender which may cause a delay in processing.*

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**Date of Request:** 10/3/2016

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:*

***Purchase of capital equipment for Public Works***

Requests approval for the one-time purchase of a mailroom folder/insertor in Public Works, which exceeds a per unit cost of \$50,000.

**3. Requesting Agency:** Finance

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

- **Name:** Sara Cunningham, Budget & Management Office (BMO)
- **Phone:** (720) 913-5083
- **Email:** [Sara.Cunningham@denvergov.org](mailto:Sara.Cunningham@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:** Sara Cunningham, Budget & Management Office (BMO)
- **Phone:** (720) 913-5083
- **Email:** [Sara.Cunningham@denvergov.org](mailto:Sara.Cunningham@denvergov.org)
  
- **Name:** Loretta Bennion
- **Phone:** 303 446-3505
- **Email:** [Loretta.Bennion@denvergov.org](mailto:Loretta.Bennion@denvergov.org)

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

This request is for authorization to purchase a mailroom folder/insertor at the cost of \$61,000. This machine will allow Public Works Wastewater to handle an increase in workload resulting from changes in billing frequency. Public Works changed to semi-annual billing in July 2016 to ease the impact of the recent Wastewater rate increase. New equipment is needed to address increases in volume.

We are requesting that this be placed on consent.

**\*\*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:** N/A
- b. **Contract Term:** N/A
- c. **Location:** Citywide
- d. **Affected Council District:** All

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

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

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

e. **Benefits:** Allows Public Works to purchase vital equipment using existing budget capacity.

f. **Contract Amount (indicate amended amount and new contract total):** N/A

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

No.

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

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

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