

## 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: 02/15/2012

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: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

COPY PAPER - This Master Purchase Order gives City Agencies access to Greenprint approved FSC copy Paper letter and legal sizes, containing 30% recycled content. Anticipated spend on this is \$2 million over the life of the Master Purchase Order.

0739A0112

OfficeMax

Term: 02/15/2012 through March 31, 2013 with three (3) years renewal

**3. Requesting Agency:** Purchasing for all other City Agencies

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

- **Name:** Curtis Subia
- **Phone:** 720-913-8152
- **Email:** [curtis.subia@denvergov.org](mailto:curtis.subia@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:** Curtis Subia
- **Phone:** 720-913-8152
- **Email:** [curtis.subia@denvergov.org](mailto:curtis.subia@denvergov.org)

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

See Sentence Above.

**\*\*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:** 0739A0112
- b. **Duration:** 02/15/2012 – 03/31/2013
- c. **Location:** All City Agencies
- d. **Affected Council District:** All
- e. **Benefits:** This assures City Agencies are using Greenprint approved paper in their copy paper needs.
- f. **Costs:** \$30.55 per box, reflecting a \$9 savings over current vendor.

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

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

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

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