

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11 a.m. Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 06/06/2024

Please mark one: Bill Request or Resolution Request

1. Type of Request: Purchase Contract Agreement

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.)

Approves extending a Purchase Order (PO-00132255) with Michaels of Denver Catering Inc. from 06/30/2024 to 12/31/2024 for purchase of meals for guests at the City’s migrant shelters.

3. Requesting Agency: Denver Human Services and General Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Karen Kindblade/Michael Romero/Christina Buster	Name: Karen Kindblade/Michael Romero/Christina Buster
Email: karen.kindblade@denvergov.org / Michael.Romero@denvergov.org/ Christina.Buster@denvergov.org	Email: karen.kindblade@denvergov.org / Michael.Romero@denvergov.org/ Christina.Buster@denvergov.org

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

This is for the continued purchase of meals for guests at the City’s migrant shelters using Border Crisis Response Fund budget.

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

Raana Haidari

7. City Council District: Multiple (shelter locations not currently being shared publicly due to safety concerns)

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):

Purchase order > \$500K

Vendor/Contractor Name: Michaels of Denver Catering Inc.

Contract control number: PO-00132255

Location:

Address
6385 W 52nd Ave
Ste 3A
Arvada, CO 80002

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

General Services first issued a PO for \$500,000 on May 10, 2023, following an RFP process for shelter feeding. This PO was increased in October to \$1,000,000 and again in March 2024 to \$1,350,000. The current PO expires on 06/30/2024 and we are requesting to extend the duration of the PO until 12/31/2024.

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

Upon purchase order issuance until 12/31/23 initially, now extended through 12/31/24

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>
\$1,000,000	\$350,000	\$1,350,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
06/30/2024	6 months	12/31/2024

Scope of work:

Meals for emergency shelters

Was this contractor selected by competitive process? Yes **If not, why not?** n/a

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

Source of funds:

Border Crisis Response Fund (fund number 13809)

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

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Who are the subcontractors to this contract? N/A

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____