

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: April 28, 2021

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- 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.)

Amends the contract with Rocky Mountain Mail Services, L.L.C. for Citywide mailing services by revising Exhibit A – Scope of Work, Exhibit B – Billing Rates, extend the contract expiration date to December 31, 2021, and increase the maximum contract amount to \$700,000.

3. Requesting Agency: General Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Nicol Suddreth	Name: Nicol Suddreth/ Kami Johle
Email: Nicol.Suddreth@denvergov.org	Email: Nicol.Suddreth@denvergov.org Kami.Johle@denvergov.org

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

Rocky Mountain Mail Services, L.L.C. provides mailing services and service performance standards related to general mailing service needs for the City. The amendment updates Exhibit A, Scope of Work to include folding and inserting service, Exhibit B – Billing Rates to include the rate associated with folding and inserting service, extends the contract expiration date to December 31, 2021, and increases the contract maximum from \$450,000 to \$700,000. The increase of the contract maximum is needed due to the addition of Denver Human Services utilizing the Citywide contract. Previously, DHS conducted mailing services in-house, therefore the costs were not tied to the previous contract. DHS has projected costs in the amount of \$171,000 for 2021 which were calculated on previous years costs associated with mailing service.

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

Steve Hahn

7. City Council District:

Citywide

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 0524

Date Entered: _____

Key Contract Terms

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

Vendor/Contractor Name: Rocky Mountain Mail Services, L.L.C.

Contract control number: GENRL-202157493-01 (Alfresco GENRL-202055961-01)

Location: Citywide

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 01

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

12/01/2020 – 11/30/2021 (Existing term)
12/01/2020 – 12/31/2021 (Amended term)

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$450,000.00	\$250,000.00	\$700,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/01/2020 – 11/30/2021	1 month	12/31/2021

Scope of work:

Rocky Mountain Mail Services, L.L.C. provides Citywide mailing services.

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

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

Source of funds: General Funds

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

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

Who are the subcontractors to this contract? n/a

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