ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at 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.

Date of Request: 2/15/18

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 <u>description</u> – please include <u>name of company or contractor</u> and <u>contract control number</u> - that clearly indicates the type of request:* **grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc***.)*
Requesting 3.2.6(e) approval for a purchase order with Insight Public Sector Inc. for over $500,000, PO-00033598, for Microsoft Software Subscriptions and Renewals for Denver International Airport.

3. **Requesting Agency:** Denver International Airport

4. **Contact Person:** (W*ith actual knowledge of proposed ordinance/resolution.)*
    - **Name:** Kenton Janzen
    - **Phone:** 303-342-2183
    - **Email:** kenton.janzen@denvergov.org

5. **Contact Person:** (W*ith actual knowledge of proposed ordinance/resolution <u>who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.</u>)*
    - **Name:** Kenton Janzen
    - **Phone:** 303-342-2183
    - **Email:** kenton.janzen@denvergov.org

6. **General description/background of proposed ordinance including contract scope of work if applicable:**
Requesting 3.2.6(e) approval for a purchase order with Insight Public Sector Inc. for over $500,000, PO-00033598, for Microsoft Software Subscriptions and Renewals for Denver International Airport.

    a. **Contract Control Number:**   PURCHASE ORDER PO-00033598

    b. **Contract Term:** One year

    c. **Location:** Denver International Airport

    d. **Affected Council District:** District 11

    e. **Benefits:** Allows for purchase of Microsoft Subscriptions and Renewals for Denver International Airport

    f. **Contract Amount (indicate amended amount and new contract total):** $606,797.91

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

    None

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: RR18 0208   Date Entered: _____