

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: 5/24/2022

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.)

Renewal of Master Purchase Order with a name change from Western Paper Distributors, Inc. to Imperial Bag & Paper Co LLC, dba Western Paper Distributors. Due to the name change a new Master Purchase Order needs to be issued.

3. Requesting Agency: General Services Purchasing Division on behalf of General Services Central Services Team

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Elizabeth Hewes	Name: Elizabeth Hewes
Email: elizabeth.hewes@denvergov.org	Email: elizabeth.hewes@denvergov.org

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

Provide janitorial supplies City-Wide.

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

N/A

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: _____

Date Entered: _____

Key Contract Terms

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

Vendor/Contractor Name: Imperial Bag & Paper Co LLC, dba Western Paper Distributors

Contract control number: SC-00006922

Location: Citywide

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

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

August 1, 2020 – July 31, 2022 (current term)
 August 1, 2022 to July 31, 2023 (this renewal)
 No more renewals available

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)

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Provide janitorial supplies City-Wide

Was this contractor selected by competitive process? The competitive process was done by the State of Colorado. The City is using the cooperative language from the State’s award to receive the best pricing possible. State Agreement #149194.
If not, why not?

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

Source of funds: City administered funds

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

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Although this is a cooperative contract and is exempt from DSBO's ordinance, Western Paper Distributors has volunteer to report to the City annually purchases from small, minority, and women owned businesses.

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____