

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: 7/14/22

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: Authorize Equipment Purchase**

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.)

Authorize the purchase of a mail ballot sorter in the Clerk and Recorder’s Elections Division General Fund budget.

3. Requesting Agency: Budget and Management Office (on behalf of the Clerk and Recorder’s Office)

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Nikki McCabe / Todd Davidson / Lisa Stubbs	Name: Kiki Turner /
Email: nikki.mccabe@denvergov.org / r.todd.davidson@denvergov.org / lisa.stubbs@denvergov.org	Email: kiki.turner@denvergov.org

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

The Clerk and Recorder’s Elections Division needs to replace their ballot mail sorter in time to meet statutory deadlines for ballot processing, counting and tabulation for the mid-term /gubernatorial general election. This equipment exceeds \$50,000, and so an ordinance is required, per the DRMC. It will be purchased from the Election Division’s 2022 General Fund Operating Budget.

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

N/A

7. City Council District: N/A

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:

Contract control number:

Location:

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):

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:

Was this contractor selected by competitive process?

If not, why not?

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

Source of 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?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____