

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 07/13/2022

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: 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.)

Authorizes the purchase of a RIZO printer from the Department of Transportation and Infrastructure Wastewater Operations Fund.

**3. Requesting Agency:** BMO on behalf of DOTI Wastewater

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Loretta Dupree/ Nikki McCabe / Jason Gallardo	Name: Kiki Turner
Email: <a href="mailto:loretta.dupree@denvergov.org">loretta.dupree@denvergov.org</a> / <a href="mailto:nikki.mccabe@denvergov.org">nikki.mccabe@denvergov.org</a> / <a href="mailto:Jason.Gallardo@denvergov.org">Jason.Gallardo@denvergov.org</a>	Email: <a href="mailto:kiki.turner@denvergov.org">kiki.turner@denvergov.org</a>

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

The purchase of a new production-level RIZO printer from Pitney Bowes (for \$82,332.96) is meant to upgrade DOTI’s mailing capacity in the short and long term. Purchase will replace the aging equipment and software that currently supports the mailing of 320k Storm service bills yearly, quarterly Compost charges, the newly passed Volume Based Pricing and other necessary communications with Denver residents. This equipment exceeds \$50,000, and so an ordinance is required, per the DRMC. It will be purchased from the 72100/5061700 Wastewater Operations 2022 Budget.

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

**7. City Council District:**

**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)
\$82,332.96		\$82,332.96

  

<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: 72100-5061700**

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

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

**Who are the subcontractors to this contract?**

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