

**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: November 21, 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 a contract with Rocky Mountain Mail Services, L.L.C. to change the name of the original contractor to Midwest Connect LLC, extend the contact term to December 31, 2024, increase the contract maximum to \$2,600,000.00 and revise Exhibit B-2 Billing Rates for Citywide mailing services.

**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
Email: <a href="mailto:Nicol.Suddreth@denvergov.org">Nicol.Suddreth@denvergov.org</a>	Email: <a href="mailto:Nicol.Suddreth@denvergov.org">Nicol.Suddreth@denvergov.org</a>

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

Rocky Mountain Mail Services, L.L.C. provides Citywide mailing services. The third amendment will change the contractor’s name to Midwest Connect LLC due to the purchase of Rocky Mountain Mail Services, L.L.C, increase the contract maximum from \$1,400,000 to \$2,600,000, extend the contract term to December 31, 2024, and revise and replace Exhibit B-2 with Exhibit B-3, Billing Rates. All other terms and conditions will remain the same.

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

**Raana Haidari**

**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):  
Expenditure

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

Contract control number: GENRL-202265588-03(JAGGAER) GENRL-202055961-03(Alfresco)

Location: Citywide

Is this a new contract?  Yes  No Is this an Amendment?  Yes  No If yes, how many? 03

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

12/01/2020 – 12/31/2022 (Existing term)

12/01/2020- 12/31/2024 (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)
\$1,400,000.00	\$1,200,000.00	\$2,600,000.00

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/01/2020 – 12/31/2022	2 years	12/31/2024

**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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