

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: 4/24/2023

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: 3.2.6(e)

2. Title: Requesting 3.26(e) approval for Master Purchase Order SC-00007831 to Imperial Bag & Paper CO LLC dba Western Paper Distributors in the amount of \$4,500,000.00 to supply and deliver TORK #290088 Paper Towels. Cost of towels include ongoing full-service maintenance of ALL TORK# 461222 Towel Dispenser throughout Denver International Airport (DEN).

3. Requesting Agency: City and County of Denver Department of Aviation, Denver International Airport (DEN).

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Leann Rush	Name: Carolina Flores
Email: Leann.Rush@denvergov.org	Email: Carolina.Flores@flydenver.com

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

Master Purchase Order SC-00007831 to Imperial Bag & Paper CO LLC dba Western Paper Distributors will replace and cancel existing MPO SC-00004091.

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

7. City Council District: District 11

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):

3.26(e) request for Supplier Contract over \$500K

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

Contract control number: Purchase Order SC-00007831

Location: N/A

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):

This is a five-year term Master Purchase Order for one year with four renewals in the amount of \$4,500,000.00.

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)
\$ 4,500,000.00	\$0	N/A

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1 year plus four options to extend	N/A	N/A

Scope of work: To supply Paper Towels and Towel Dispenser maintenance throughout Denver International Airport (DEN).

Was this contractor selected by competitive process? Yes IFB#0238 DEN Paper Towels **If not, why not?**

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

Source of funds: Airport Operations Services

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): None

Who are the subcontractors to this contract? None

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