

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **11 a.m. Monday**. Contact the Mayor’s Legislative team with questions

Please mark one:  Bill Request or  Resolution Request Date of 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.)

Approves a Master Purchase Order (SC-00008073) with Parella Printing Company, dba Pyramid Print & Graphics for \$999,000 for printing only services, citywide.

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

**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: <a href="mailto:elizabeth.hewes@denvergov.org">elizabeth.hewes@denvergov.org</a>	Email: <a href="mailto:elizabeth.hewes@denvergov.org">elizabeth.hewes@denvergov.org</a>

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

To provide printing only services for all City Agencies to use. The printing only services include but not limited to printing of business cards, various forms, and calendars. This was award is a Define Pool SBE, as determined by DSBO.

**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:** Parella Printing Company, dba Pyramid Print & Graphics.

**Contract control number:** SC-00008073

**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):** Initial end date 8/31/2025 with 1 1-year renewal not to surpass 8/31/2026.

**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)
\$999,000		\$999,000

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
8/31/2026		8/31/2026

**Scope of work:**

To provide printing only services for all City Agencies to use. The printing only services include but not limited to printing of business cards, various forms, and calendars. This award is a Define Pool SBE, as determined by DSBO.

**Was this contractor selected by competitive process?** Yes, RFP 10980A – 2023 Printing Only Services **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

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_