

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11 a.m. Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 10/19/2023

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:

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 an increase to Master Purchase Order SC-00004194 with K&H Printers-Lithographers, Inc., by \$3,000,000 for a new total of \$11,000,000

3. Requesting Agency: Purchase Order for the Election Division 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: Elizabeth Hewes	Name: Elizabeth Hewes
Email: elizabeth.hewes@denvergov.org	Email: elizabeth.hewes@denvergov.org

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

Increase the total cost of SC-00004194 from \$3,000,000 to \$10,000,000. This master purchase order is for the printing and mailing of election ballots for the Elections Division. 2024 is unique as a presidential cycle. There will be three elections with the highest registered voter count numbers (which increases the amount of ballot printing): a presidential primary, a statewide primary, and the November presidential general election. Also, the printing costs have gone up since 2019.

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**

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Vendor/Contractor Name: K&H Printers-Lithographers, Inc.

Contract control number: SC-00004194

Location: Citywide

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 1

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

No Change: 8/1/2019 to 12/31/2024

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$8,000,000	\$3,000,000	\$11,000,000

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

Scope of work:

This master purchase order is for the printing and mailing of election ballots for the Elections Division.

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): N/A

Who are the subcontractors to this contract? N/A

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Date Entered: _____