

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: February 13, 2025

Please mark one:  Bill Request or  Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

Yes  No

## 1. Type of Request:

Contract/Grant Agreement  Intergovernmental Agreement (IGA)  Rezoning/Text Amendment

Dedication/Vacation  Appropriation/Supplemental  DRMC Change

Other: Master Purchase Order

2. **Title:** Amends a master purchase order with SHI International Corp. to replace Exhibit B to reflect product changes to provide Microsoft Enterprise Agreement licenses and support at Denver International Airport, in Council District 11. No change to master purchase order amount or duration (SC-00009599 Revision Number 1).

3. **Requesting Agency:** Department of Aviation

## 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Juan Lucero, SVP Business Technologies	Name: Kevin Forgett, State and Local Legislative Advisor
Email: <a href="mailto:Juan.Lucero@flydenver.com">Juan.Lucero@flydenver.com</a>	Email: <a href="mailto:Kevin.Forgett@flydenver.com">Kevin.Forgett@flydenver.com</a>

5. **General description or background of proposed request. Attach executive summary if more space needed:** This is a revision to master purchase order for Microsoft Enterprise Agreement licenses and support at Denver International Airport. Denver International Airport is licensed to use the Microsoft 365 productivity platform. The subscription includes Microsoft Teams, Word, Excel, PowerPoint, Outlook, and OneDrive. This application is used by DEN departments to manage their data processing requirements. Revision Number. 1, Cancels Exhibit B and is replaced with Exhibit B.1 Exhibit B.1. corrects errors in product costs provided by the reseller (SHI) that were caused by updates in pricing by the manufacturer (Microsoft) that occurred between when this agreement was drafted and when the final contract with the manufacturer, the Enterprise Agreement and the Server Cloud Enrollment, were signed.

It also adds the right for DEN to add, update, or remove products from this agreement based upon DEN's changing needs, and changes in offerings from the Manufacturer, including but not limited to product name changes, new products, discontinued products, and new product suites.

This request supports Denver International Airport's Vision 100: Maintaining What We Have. As the Airport continually expands its existing environment, to include additional staffing and computer services, appropriate subscription licenses are required to ensure Denver International Airport is compliant with its licensing agreements and meet the airport's needs for robust security, reliability and user productivity.

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:** Master Purchase Order for Goods and Services over \$500K

**Vendor/Contractor Name (including any dba's):** SHI International Corp

**Contract control number (legacy and new):** SC-00009599 Revision 1

**Location:** Denver International Airport

**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):** This is a 1-year with two 1-year extension options Master Purchase Order in the amount of \$8,500,000.

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

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$8,500,000	N/A	\$8,500,000

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
one year with two one-year options to extend	N/A	one year with two one-year options to extend ; 02/01/2028

**Scope of work:** DEN has a master purchase order with SHI International Corp.in the amount of \$8,500,000 and through 02/01/2028 to provide Microsoft Enterprise Agreement licenses and support at Denver International Airport, in Council District 11 (SC-00009599 Revision number 1). Revision Number 1, Cancels Exhibit B and is replaced with Exhibit B.1. Exhibit B.1. corrects errors in product costs provided by the reseller (SHI) that were caused by updates in pricing by the manufacturer (Microsoft) that occurred between when this agreement was drafted and when the final contract with the manufacturer, the Enterprise Agreement and the Server Cloud Enrollment, were signed.

It also adds the right for DEN to add, update, or remove products from this agreement based upon DEN's changing needs, and changes in offerings from the Manufacturer, including but not limited to product name changes, new products, discontinued products, and new product suites.

**Was this contractor selected by competitive process?** No, **If not, why not?** This Purchase Order has been issued in accordance with Denver Revised Municipal Code (DRMC) Section DRMC 20-64.5 of the Revised Municipal Code. Cooperative Purchasing Bidding Exception. And is supported by National Association of State Procurement Officials (NASPO) ValuePoint, Software Value Added Reseller Agreement Administered by the State of State of Arizona with SHI International Corporation, Master Agreement No. CTR060028 And The State of Colorado Contract # 178271.

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

**Source of funds:** Operations and Maintenance (O&M) and/or Construction Improvement Project (CIP)

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**Is this contract subject to:**  W/MBE  DBE  SBE  XO101  ACDBE  N/A Does not apply in accordance with Denver Revised Municipal Code (DRMC) Section DRMC 20-64.5 of the Revised Municipal Code. Cooperative Purchasing Bidding Exception.

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

**Who are the subcontractors to this contract?** None

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