ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **9 a.m. Friday.** Contact the Mayor's Legislative team with questions

Date of Request: 09/09/2025

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:**

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 service agreement with Central Student Transportation to add $450,000.00 for a new total of $2,500,000 and by adding twelve months for a new end date of 12-31-2026 to operate and provide transportation services for individuals experiencing homelessness to and from overnight shelter accommodations, citywide (HOST-202265250/HOST-202581088-04).

3. Requesting Agency: Department of Housing Stability - HOST

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: Patrick Casey	Name: Polly Kyle
Email: patrick.casey@denvergov.org	Email: Polly.Kyle@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:
(Who, what, why)

Central Student Transportation will operate and provide transportation services for individuals experiencing homelessness. This includes the "circular route" that connects many congregate shelters with additional services. CST will support City of Denver cold weather sheltering operations transporting people from downtown service to cold weather shelter sites. Other transportation services as determined by HOST related to street outreach or housing efforts will also be provided.

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

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): Professional Services > $500K

Vendor/Contractor Name (including any dba's): Central Student Transportation

Contract control number (legacy and new): HOST-202265250 & HOST-202581088-04

Location: 3975 E 56th Ave., Suite A20, Commerce City, CO 80022

Is this a new contract? ☐ **Yes** ☒ **No** **Is this an Amendment?** ☒ **Yes** ☐ **No** **If yes, how many? 4**

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

- HOST-202265250 01/01/2023 – 12/31/2023
- HOST-202266214-01 01/01/2023 – 12/31/2023
- HOST-202371017-02 01/01/2023 – 12/31/2024
- HOST-202476492-03 01/01/2023-12/31/2025
- HOST-202581088-04 01/01/2023 – 12/31/2026

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

Current Contract Amount (A)	*Additional Funds (B)*	*Total Contract Amount (A+B)*
$2,050,000	$450,000	$2,500,000

Current Contract Term	*Added Time*	*New Ending Date*
01/01/2023 – 12/31/2025	12 months	12/31/2026

Scope of work:
SERVICES DESCRIPTION

A. CST will be responsible for adhering to the Program Standards document to be provided by HOST.
B. CST will provide bus transportation to individuals experiencing homelessness Monday thru Friday (or as specified by HOST) through the term of this contract using transit buses.
C. Service Area: Designated origin and end transit stops generally located within five (5) miles from central downtown Denver between 8:30 a.m. and 5:30 p.m. but may be expanded based on service coverage demands as determined by HOST. Starting locations are in central downtown Denver and ending locations are in the vicinity of I-70 and Colorado Boulevard.
D. Primary transportation services include but are not limited to:
    1. A "Circular Route" to provide system-wide transportation services between Shelters.
    2. "Newcomers" transportations services as part of existing or emerging citywide responses.
    3. Inclement weather transportation services.
    4. Other transportation services as determined by HOST related to street outreach or housing efforts.

E. Accessibility: CST will provide ADA accessible vehicles for individuals in wheelchairs or with other mobility impairments.
F. Capacity: Transportation will allow for approximately 150 people during the time frames specified for the circular route and ridership demand for other services.
G. Safety: All buses will have a camera and audio to monitor activities on the bus.
H. CST must have a contingency plan that includes notification to HOST management, shelter locations and clientele if they cannot run routes and/or individual buses and if routes and/or individual buses are running late.

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Resolution/Bill Number: _____ Date Entered: _____

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: Homelessness Resolution Fund

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? None

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____ Date Entered: _____