# 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:** 09/16/2025

**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 contract with Cal Interpreting & Translations, Inc. to add $150,000.00 for a new total of $550,000.00 and to add one year for a new end date of 10-31-2026 for on-site interpretation and written translation services, citywide (GENRL-202264936/ GENRL-202579919-01).

**3. Requesting Agency:** General Services

**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: Nicol Suddreth | Name: Nicol Suddreth |
| Email: nicol.suddreth@denvergov.org | Email: nicol.suddreth@denvergov.org |

**5. General description or background of proposed request. Attach executive summary if more space needed:**
Cal Interpreting & Translation Services, Inc. provides on-site interpretation and written translation services citywide for the City and County of Denver. Services provided include written translation and on-site interpreting services on an as needed basis. This first amendment will increase contract capacity from $400,000 to $550,00 and extend the contract term from October 31, 2025, to October 31, 2026.All other terms and conditions will remain the same.

**6. City Attorney assigned to this request (if applicable):** Brian Martin

**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**):
Standard expenditure contract

**Vendor/Contractor Name (including any dba's):** Cal Interpreting & Translations, Inc.

**Contract control number (legacy and new):** GENRL-202579919-01 (Original: GENRL-202264936)

**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):**
11/01/2022-10/31/2025 (Existing)
11/01/2022-10/31/2026 (Amendment request)

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

| *Current Contract Amount (A)* | *Additional Funds (B)* | *Total Contract Amount (A+B)* |
|---|---|---|
| $400,000 | $150,000 | $550,000 |

| *Current Contract Term* | *Added Time* | *New Ending Date* |
|---|---|---|
| 11/01/2022 – 10/31/2025 | 1 year | 10/31/2026 |

**Scope of work:**
Services include written translation and on-site interpretation provided on an as-needed basis. On-site interpretation may be requested during both standard business hours and outside of normal hours. The scope of work outlines core and non-core languages available under this agreement.

**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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