

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Please mark one: Bill Request or Resolution Request

Date of Request: 1/25/21

1. Type of Request:

- Contract//IGA/Grant Agreement Rezoning/Map Amendment Appointment
 Dedication/Vacation OHR Classification Other:

2. Title:

Approves an on-call contract with Pontem, LLC, for a maximum agreement amount of \$4,000,000 and through 6-30-21 to provide staffing and project management of COVID-19 community testing sites under the guidance and direction of the City, citywide (202157522).

3. Requesting Agency: Denver Department of Public Health & Environment

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Will Fenton & Bill Benerman	Name: Will Fenton & Bill Benerman/Jeff Thomas
Email: Will.Fenton@denvergov.org	Email: Bill.Benerman@denvergov.org Jeffrey.Thomas@denvergov.org

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

A contract between the City and County of Denver and Pontem, LLC (Contractor), to be awarded a maximum of Four Million Dollars and No Cents (\$4,000,000.00) to provide staffing and project management of up to six (6) COVID-19 community testing sites through June of 2021. As directed by the City, for each assigned testing site the Contractor will provide testing staff and site supervision. Contractor requests 15 days advanced notice to stand up new testing site locations(s).

6. City Attorney assigned to this request (if applicable): Lee Zarzecki

7. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet** (highlight this line somehow)**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 0096

Date Entered: _____

Key Contract Terms

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

Professional Services

Vendor/Contractor Name: Pontem, LLC

Contract control number: 202157522

Location: Denver

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):

January 1, 2021 – June 30, 2021

Contract Amount (indicate existing amount, amended amount and new contract total): Not to exceed \$4,000,000.00

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
(A)	(B)	(A+B)
0.00	\$4,000,000.00	\$4,000,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/21	N/A	6/30/2021

Scope of work:

Contractor will provide staffing and project management of COVID-19 community testing sites.

For each Community Testing Site, Contractor will provide one Site Supervisor and/or one Site Lead plus adequate Testing Staff to oversee and operate testing. All Site Supervisors and Site Leads must be appropriately trained as “Key Personnel” qualified to oversee the testing staff, equipment, supplies, and customer service required for the Testing Site. Contractor’s Key Personnel will interact with the relevant City Agency’s Authorized Representative at all times during testing and testing coordination efforts.

During each testing day, Contractor will set-up for testing operations, collect COVID-19 specimens per City standards, and pack-up at the end of each day. Contractor staff will adhere to safety protocols, HIPPA regulations, and hazardous waste disposal requirements. Contractor will track inventory of City provided PPE including disposable Tyvek coveralls, disposable gloves, face shields, N95 masks, KN95 masks, surgical masks, gowns, reflective vests, reflective suspenders, and reflective arm bands. Contractor is ultimately responsible for assuring that its employees don the appropriate level of PPE for the work. However, should safety issues be conveyed, and a contractor does not rectify, the City has a right to cancel future work.

Contractor will coordinate safe removal of hazardous materials with City provided waste contractor. Waste such as PPE used in the testing process, must be collected, contained and handled in coordination with the City Agency’s Authorized Representative.

Contractor will coordinate site logistics with appropriate City agencies, including Dept of Public Health and Environment (DPHE).

Was this contractor selected by competitive process? NO **If not, why not?** This entity is the same group that has provided previous services to the Pepsi Center and is currently working with us at our testing sites, doing business under a new name.

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

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Date Entered: _____

Yes, as Eventful Productions

Source of funds: Enhanced Laboratory Capacity Grant (ELC);

Grant Number GR00001620

Fund 14001

Cost Center 6504100

Federal COVID and FEMA funding

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

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