



Legislation Details (With Text)

File #: 20-0657 **Version:** 1

Type: Resolution **Status:** Adopted

File created: 6/25/2020 **In control:** Finance & Governance Committee

On agenda: 7/20/2020 **Final action:** 7/20/2020

Title: A resolution approving a proposed Master Purchase Order between the City and County of Denver and Mittera Group, Inc. for comprehensive City-wide printing and mailing services. Approves a master purchase order with Mittera Group, Inc. for \$2.5 million and through 5-31-23, with two one-year optional renewals, for comprehensive printing and mailing services including W2's, Tabor Notices, and tax statements (SC-00004931). The last regularly scheduled Council meeting within the 30-day review period is on 8-10-20. The Committee approved filing this item at its meeting on 7-7-20.

Sponsors:

Indexes: Zach Rothmier

Code sections:

Attachments: 1. RR20 0657 GS Mittera, 2. RR20 0657 GS Mittera MPO, 3. RR20 0657 GS Mittera MPO Price List, 4. 20-0657 Filed Resolution_Mittera Group_MPO_SC00004931.pdf, 5. 20 0657 MPO_Mittera Group_SC-00004931.pdf, 6. 20-0657 Filed Resolution_Mittera Group_MPO_SC00004931, 7. 20-0657 - signed

Date	Ver.	Action By	Action	Result
7/20/2020	1	Council President	signed	
7/20/2020	1	City Council	adopted	Pass
7/7/2020	1	Finance & Governance Committee	approved by consent	

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 6-25-20

Requesting Agency: General Services
Division:

Subject Matter Expert Name:

Name: Elizabeth Hewes
Email: elizabeth.hewes@denvergov.org

Item Title & Description:

(Do not delete the following instructions)
*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Master Purchase Order between the City and County of Denver and Mittera Group, Inc. for comprehensive City-wide printing and mailing services.

Approves a master purchase order with Mittera Group, Inc. for \$2.5 million and through 5-31-23, with two one-year optional renewals, for comprehensive printing and mailing services including W2's, Tabor Notices, and tax statements (SC-00004931). The last regularly scheduled Council meeting within the 30-day review period is on 8-10-20. The Committee approved filing this item at its meeting on 7-7-20.

Affected Council District(s) or citywide? Citywide

Contract Control Number: SC-00004931

Vendor/Contractor Name (including any "DBA"): Mittera Group, Inc.

Type and Scope of services to be performed:

Provide comprehensive printing and mailing service for all City Agencies to use. The comprehensive printing and mailing services include but not limited to the printing and mailing of W2's, Tabor Notices, and tax statements. This award has a 7% W/MBE goal determined by DSBO.

Location (if applicable):

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):

7%

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

Was this contractor selected by competitive process or sole source?

Competitive process

For New contracts

Term of initial contract: Through 5-31-23

Options for Renewal:

How many renewals (i.e. up to 2 renewals)? 2

Term of any renewals (i.e. 1 year each): one-year each

Cost of initial contract term: \$2,500,000.00

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

If length changing

What was the length of the term of the original contract?

What is the length of the extension/renewal?

What is the revised total term of the contract?

If cost changing

What was the original value of the entire contract prior to this proposed change?

What is the value of the proposed change?

What is the new/revised total value including change?

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)