



Legislation Text

File #: 22-0097, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 1-13-22

Requesting Agency: Technology Services
Division:

Subject Matter Expert Name:

Name: Joe Saporito
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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 Fourth Amendatory Agreement between the City and County of Denver and LEWAN & ASSOCIATES, INC. to extend the term and for continual use and support of the City's managed print services program with no change to contract amount.

Amends a contract with LEWAN & ASSOCIATES, INC. by adding two years for a new end date of 9-30-23 for continual use and support of the City's managed print services program. No change to contract amount (TECHS-202261728). The last regularly scheduled Council meeting within the 30-day review period is on 2-28-22. The Committee approved filing this item at its meeting on 1-25-22.

Affected Council District(s) or citywide? Citywide

Contract Control Number: TECHS-202261728

Vendor/Contractor Name (including any "DBA"): Lewan & Associates, Inc.

Type and Scope of services to be performed:

Lewan & Associates was awarded an RFP to implement and support a Managed Print Services

program for the City and County of Denver's office printing needs in 2014. This program has been successful but has come to the end of its term. Technology Services has finalized its analysis of other Managed Print Services and has put in place a new contract which started at the beginning of 2022. The City currently has approximately 900 multifunction printing devices that were put in place under the Lewan & Associates Managed Print Services program. Technology Services has begun to replace these machines with new machines. As these new machines are placed, they will fall under the new contract. As this replacement process will take approximately a year and a half, the Lewan & Associates contract needs to be extended so Agencies can continue to use them and pay for them. Once all machines have been replaced, the Lewan & Associates contract can expire. No new products or services can be purchased under this contract. It is solely being extended for payment purposes.

Location (if applicable):

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

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:

Options for Renewal:

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

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

Cost of initial contract term:

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?

10/1/2014 - 9/31/2021

What is the length of the extension/renewal?

Two years

What is the revised total term of the contract?

10/1/2014 - 9/31/2023

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.)