



Legislation Text

File #: 21-0096, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 1-25-21

Requesting Agency: Department of Public Health and Environment
Division:

Subject Matter Expert Name:

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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 Agreement between the City and County of Denver and Pontem, LLC to provide on-call staffing and project management of COVID-19 community testing sites under the guidance and direction of the City.

Approves a contract with Pontem, LLC for \$4,000,000 and through 6-30-21 to provide on-call staffing and project management of COVID-19 community testing sites under the guidance and direction of the City, citywide (202157522). The last regularly scheduled Council meeting within the 30-day review period is on 3-22-21. The Committee approved filing this item at its meeting on 2-3-21.

Affected Council District(s) or citywide? Citywide

Contract Control Number: 202157522

Vendor/Contractor Name (including any "DBA"): Pontem, LLC

Type and Scope of services to be performed:

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).

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?

For New contracts

Term of initial contract: Through 6/30/2021

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: \$4,000000.00

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.)