



Legislation Text

File #: 18-1328, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 11-6-18

Requesting Agency: Denver Human Services
Division:

Subject Matter Expert:

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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 Amendatory Agreement between the City and County of Denver and Volunteers of America Colorado Branch to provide emergency shelter services.

Amends a contract with Volunteers of America Colorado Branch by adding \$515,400 for a new total of \$1,006,200 for emergency short-term shelter for individuals and families when the city's emergency shelter beds are full (SOCSV-2018-39578-01). The last regularly scheduled Council meeting within the 30-day review period is on 12-17-18. The Committee approved filing this item at its meeting on 11-14-18.

Affected Council District(s) or citywide?

Contract Control Number: SOCSV-2018-39578-01

Vendor/Contractor Name (including any "DBA"):

Type and Scope of services to be performed:

Authorizes a first amendment to the contract with Volunteers of America Colorado Branch, through contract control number SOCSV-2018-39578-01, to add \$515,400 for a new contract

total of \$1,006,200 and to extend the term by twelve (12) months.

VOA provides emergency short-term shelter for individuals and families when the City's emergency shelter beds are full through the DHS motel voucher program.

1. Within the Scope of Services, the contractor will be responsible to provide the following:
 - Individuals and families with children will be provided with safe accommodations at the Family Motel location at 4855 and 4905 W. Colfax Ave., Denver, Colorado. Families are defined as minors with at least one adult.
 - Facility will be clean, and staff will work to maintain the area free of drugs, violence, and illegal activities.
 - Guest rooms will have basic and adequate furnishings, such as a bed, chair, table, lamp, clean pillows, blankets, sheets, towels, washcloths, toilet paper, facial tissue, soap, and private window coverings.
 - A continental breakfast will be available.
 - Each room will have a private shower or bathing facilities complete with hot and cold running water. Bathroom toilets will flush.
 - Facilities will be clean and will be maintained to eliminate infestations of vermin. The facility will provide regular pest prevention.
 - Each guest room will have a functional telephone.
 - Heating and cooling systems will be fully operational.
 - The contracted room rate will include electrical and water.
 - Washers and dryers will be available at no charge for guests.
 - Room doors and windows will be intact and have functional locks. Upper floor stairways, windows and doors will have appropriate safety features for the protection of young children.
 - Guest rooms will be cleaned when vacated and common areas will be cleaned daily. This includes; trash removal, vacuuming of carpets, cleaning hard surfaces, sanitizing, and cleaning bathrooms and replacement of all used sheets and towels with clean sets.
 - Motel will be staffed 24 hours/day, 7 days/week.
 - A private office will be provided to DHS Homeless Outreach staff.
 - Any damages to the facility and/or surrounding property will be addressed in a timely manner.
 - VOA will notify DHS of any legal citations and/or building closures and changes that would affect room availability within 72 hours.
 - VOA will ensure contact information is up-to-date and provide DHS with any updates necessary. This includes managerial staff names and contacts, including the staff person responsible for invoicing.

2. Performance bench marks:
 - DHS will receive fewer than 2 complaints per month.
 - Certificate of occupancy and compliance with ADA requirements must be valid 100% of the time.
 - Facilities will be up to code on all health and safety issues.
 - Contractor will ensure timely correction of any issues DHS finds in the random room checks of vacant rooms and public areas.

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:

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?

One year

What is the length of the extension/renewal?

One year

What is the revised total term of the contract?

Through 12-31-19

If cost changing

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

\$490,800.00

What is the value of the proposed change?

\$515,400.00

What is the new/revised total value including change?

\$1,006,200.00

If terms changing

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