



Legislation Text

File #: 18-1152, Version: 1

**Contract Request Template (Contracts; IGAs; Leases)**

**Date Submitted:** 10-3-18

**Requesting Agency:** Finance  
**Division:**

**Subject Matter Expert:**

Name:	Lisa Lumley
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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 Lease Agreement between the City and County of Denver and Colorado Legal Services for the lease of property located in the Denver City and County Building.**

Approves a lease agreement with Colorado Legal Services for \$3 and through 10/31/18 for approximately 312 square feet of office space to provide free legal services to low-income individuals and seniors, located at the City and County Building at 1437 Bannock Street in Council District 10 (FINAN-201843189-00). The last regularly scheduled Council meeting within the 30-day review period is on 11-5-18. The Committee approved filing this item at its meeting on 10-9-2018.

**Affected Council District(s) or citywide?** Citywide

**Contract Control Number:** FINAN-201843189-00

**Vendor/Contractor Name (including any "DBA"):** Colorado Legal Services

**Type and Scope of services to be performed:**

Approximate 3-month lease of 312 square feet at City and County Building. Tenant is Colorado

Legal Services, a non-profit which provides free legal services to low-income individuals and seniors for civil cases.

**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:** 7-21-18 - 10-31-18

**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:** \$3

**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.)**