



Legislation Text

File #: 22-0652, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 5-31-2022

**Requesting Agency: General Services
Division:**

**Subject Matter Expert Name: Elizabeth Hewes
Email Address: Elizabeth.Hewes@denvergov.org
Phone Number:**

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 Western Paper Distributors, Inc. by changing the vendor name to Imperial Bag & Paper Company LLC, doing business as Western Paper Distributors and for janitorial supplies for City facilities.

Amends a Master Purchase Order with Western Paper Distributors, Inc., by changing the vendor name to Imperial Bag & Paper Company LLC, doing business as Western Paper Distributors and adding one year for a new end date of 7-31-2023 for janitorial supplies for City facilities, citywide. No change to Master Purchase Order amount (SC-00006922). The last regularly scheduled Council meeting within the 30-day review period is on 7-11-22. The Committee approved filing this item at its meeting on 6-7-22.

Affected Council District(s) or citywide? Citywide

Contract Control Number: SC-00006922

Vendor/Contractor Name (including any "DBA"): Imperial Bag & Paper Company LLC, doing business as Western Paper Distributors

Type and Scope of services to be performed: Purchase of janitorial products

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? Amendment

Was this contractor selected by competitive process or sole source?

The competitive process was done by the State of Colorado. The City is using the cooperative language from the State's award to receive the best pricing possible. State Agreement #149194.

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)? Length and name change

If length changing

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

August 1, 2020 - July 31, 2022 (current term)

What is the length of the extension/renewal?

August 1, 2022 to July 31, 2023 (this renewal)

What is the revised total term of the contract? August 1, 2020 through July 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.)