



Legislation Text

File #: 21-0524, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 4-28-21

Requesting Agency: General Services
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 Amendatory Agreement between the City and County of Denver and Rocky Mountain Mail Services, LLC to extend the term, increase the maximum contract amount and amend the scope of work for mailing services.

Amends a contract with Rocky Mountain Mail Services, LLC by adding \$250,000 for a new total of \$700,000 and one month for a new end date of 12-31-21 and amending Exhibit A, Scope of Work to include folding and inserting service and Exhibit B, Billing Rates to include the rate associated with folding and inserting service (GENRL-202157493-01; GENRL-202055961-01). The last regularly scheduled Council meeting within the 30-day review period is on 6-14-21. The Committee approved filing this item at its meeting on 5-11-21.

Affected Council District(s) or citywide? Citywide

Contract Control Number: GENRL-202157493-01 (Alfresco GENRL-202055961-01)

Vendor/Contractor Name (including any "DBA"): Rocky Mountain Mail Services, L.L.C.

Type and Scope of services to be performed:

Rocky Mountain Mail Services, L.L.C. provides mailing services and service performance standards related to general mailing service needs for the City. The amendment updates Exhibit A, Scope of Work to include folding and inserting service, Exhibit B - Billing Rates to include the rate associated with folding and inserting service, extends the contract expiration date to December 31, 2021, and increases the contract maximum from \$450,000 to \$700,000. The increase of the contract maximum is needed due to the addition of Denver Human Services utilizing the Citywide contract. Previously, DHS conducted mailing services in-house, therefore the costs were not tied to the previous contract. DHS has projected costs in the amount of \$171,000 for 2021 which were calculated on previous years costs associated with mailing service.

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?

12/01/2020 - 11/30/2021

What is the length of the extension/renewal?

1 month

What is the revised total term of the contract?

12/01/2020 - 12/31/2021

If cost changing

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

\$450,000.00

What is the value of the proposed change?

\$250,000.00

What is the new/revised total value including change?

\$700,000.00

If terms changing

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