



Legislation Text

File #: 21-1447, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 11-22-21

Requesting Agency: General Services
Division:

Subject Matter Expert Name:

Name:	Nicol Suddreth
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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 Second 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 billing rates and various provisions for mailing services.

Amends a contract with Rocky Mountain Mail Services, LLC by adding \$700,000 for a new total of \$1,400,000 and one year for a new end date of 12-31-22 and revising Exhibit B - billing rates for City mailing services (GENRL-202161172-00; GENRL-202055961-02). The last regularly scheduled Council meeting within the 30-day review period is on 1-3-22. The Committee approved filing this item at its meeting on 11-30-21.

Affected Council District(s) or citywide? Citywide

Contract Control Number: GENRL-202161172-00; GENRL-202055961-02

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 revises the original pricing set forth in Exhibit B - Billing Rates, extends the contract expiration date to December 31, 2022, and increases the contract maximum from \$700,000 to \$1,400,000.00. The increase of the contract maximum is needed to provide service for the term extension through December 31, 2022.

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 - 12/31/2021

What is the length of the extension/renewal?

1 year

What is the revised total term of the contract?

12/01/2020 - 12/31/2022

If cost changing

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

\$700,000.00

What is the value of the proposed change?

\$700,000.00

What is the new/revised total value including change?

\$1,400,000.00

If terms changing

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