



Legislation Text

File #: 20-0767, Version: 1

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

**Date Submitted:** 7-27-20

**Requesting Agency:** General Services  
**Division:**

**Subject Matter Expert Name:**

Name: Elizabeth Hewes
Email: elizabeth.hewes@denvergov.org

**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. for janitorial supplies for City facilities.**

Approves a master purchase order with Western Paper Distributors, Inc. for \$10,500,000 and through 7-31-22, with a possible one-year optional renewal, for janitorial supplies for City facilities (SC-00004934). The last regularly scheduled Council meeting within the 30-day review period is on 8-31-20. The Committee approved filing this item at its meeting on 8-4-20.

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

**Contract Control Number:** SC-00004934

**Vendor/Contractor Name (including any "DBA"):** Western Paper Distributors, Inc.

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

Provide janitorial supplies City-Wide.

**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:** Through 7-31-22

**Options for Renewal:**

**How many renewals (i.e. up to 2 renewals)?** 1

**Term of any renewals (i.e. 1 year each):** 1 year each

**Cost of initial contract term:** \$10,500,000.00

**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.)**