



## Legislation Text

File #: 23-0557, Version: 1

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

**Date Submitted: 5-1-2023**

**Requesting Agency: Denver International Airport**  
**Division:**

**Subject Matter Expert Name: Leann Rush**  
**Email Address: Leann.Rush@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 Purchase Order between the City and County of Denver and Imperial Bag & Paper CO LLC dba Western Paper Distributors to provide paper towels and full-service maintenance of TORK brand paper towel dispensers at Denver International Airport.**

Approves a master purchase order with Imperial Bag & Paper CO LLC, doing business as Western Paper Distributors, for \$4,500,000 and one year, plus 4 1-year options to extend, to provide paper towels and full-service maintenance of TORK brand paper towel dispensers throughout Denver International Airport in Council District 11 (SC-00007831). The last regularly scheduled Council meeting within the 30-day review period is on 6-12-2023. The Committee approved filing this item at its meeting on 5-10-2023.

**Affected Council District(s) or citywide? 11**

**Contract Control Number: SC-00007831**

**Vendor/Contractor Name (including any "DBA"):** Imperial Bag & Paper CO LLC dba Western Paper Distributors

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

To supply Paper Towels and Towel Dispenser maintenance throughout Denver International Airport (DEN).

**Location (if applicable): DEN**

**WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts): N/A**

**Are WBE/MBE/DBE goals met (if applicable)?**

**Is the contract new/a renewal/extension or amendment?**

new

**Was this contractor selected by competitive process or sole source?**

Competitive

**For New contracts**

**Term of initial contract:**

1 year

**Options for Renewal:**

How many renewals (i.e. up to 2 renewals)? 4

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

**Cost of initial contract term:**

\$4,500,000

**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.)**