



Legislation Text

File #: 17-1377, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 11-28-17

Requesting Agency: Technology Services
Division:

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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 by and between the City and County of Denver and Lewan and Associates, Inc., to add new services and terms for Denver International Airport.

Approves a no-cost addition to the scope of a contract with Lewan and Associates, Inc. to include Denver International Airport and to further consolidate office and printer equipment maintenance citywide (TECHS-201416395-02). The last regularly scheduled Council meeting within the 30-day review period is on 1-8-18. The Committee approved filing this resolution by consent on 12-5-17.

Affected Council District(s) or citywide? Citywide

Contract Control Number: TECHS-201416395-02

Vendor/Contractor Name (including any "DBA"): Lewan and Associates, Inc

Type and Scope of services to be performed: The City currently has a contract with Lewan and Associates, Inc. for Managed Print Services that is used by the entire City. This amendment will add plotter (wide format printer) maintenance services which will allow further consolidation of maintenance of office equipment. The amendment also provides the ability for the City to

order Original Equipment Manufacturer (OEM) toner cartridges at negotiated rates and provides hard drive removal and destruction services to meet FAA guidelines that apply to Denver International Airport.

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:

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?

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.)

The City currently has a contract with Lewan and Associates, Inc. for Managed Print Services that is used by the entire City. This amendment will add plotter (wide format printer) maintenance services which will allow further consolidation of maintenance of office equipment. The amendment also provides the ability for the City to order Original Equipment Manufacturer (OEM) toner cartridges at negotiated rates and provides hard drive removal and destruction services to meet FAA guidelines that apply to Denver International Airport.