



Legislation Text

File #: 20-0657, Version: 1

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

**Date Submitted:** 6-25-20

**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 Mittera Group, Inc. for comprehensive City-wide printing and mailing services.**

Approves a master purchase order with Mittera Group, Inc. for \$2.5 million and through 5-31-23, with two one-year optional renewals, for comprehensive printing and mailing services including W2's, Tabor Notices, and tax statements (SC-00004931). The last regularly scheduled Council meeting within the 30-day review period is on 8-10-20. The Committee approved filing this item at its meeting on 7-7-20.

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

**Contract Control Number:** SC-00004931

**Vendor/Contractor Name (including any "DBA"):** Mittera Group, Inc.

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

Provide comprehensive printing and mailing service for all City Agencies to use. The comprehensive printing and mailing services include but not limited to the printing and mailing of W2's, Tabor Notices, and tax statements. This award has a 7% W/MBE goal determined by

DSBO.

**Location (if applicable):**

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

7%

**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:** Through 5-31-23

**Options for Renewal:**

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

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

**Cost of initial contract term:** \$2,500,000.00

**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.)**