



Legislation Text

File #: 20-0663, Version: 1

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

**Date Submitted:** 6-29-20

**Requesting Agency:** Denver Economic Development and Opportunity  
**Division:**

**Subject Matter Expert Name:**

Name: Susan Liehe 720-480-3481 (m)
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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 Agreement between the City and County of Denver and OraLabs, Inc. for federal coronavirus relief funds to launch and administer Denver's new personal protective equipment (PPE) program to support the ongoing recovery and survival of the city's smallest and most vulnerable businesses and nonprofits.**

Approves a contract with OraLabs, Inc. for \$1,490,000 of federal coronavirus relief funds and through 12-31-20 to launch and administer Denver's new personal protective equipment (PPE) program to support the ongoing recovery and survival of the city's smallest and most vulnerable businesses and nonprofits by helping ensure the safety of their employees, volunteers, and customers, citywide (OEDEV-202055081-00). 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 7-8-20.

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

**Contract Control Number:** OEDEV-202055081-00

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

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

The devastating economic effects of the COVID-19 pandemic, with the subsequent stay-at-home orders and restrictions, has hit our smallest businesses and nonprofits especially hard. Job losses and revenue loss continue to plague our local small business and nonprofit sectors even though organizations of all sizes are re-opening and trying to normalize operations with a reduced customer base. Larger firms with reserve funds and access to credit are faring somewhat better, although the future of many small businesses and nonprofits in Denver remains very much in doubt.

Unanticipated expenses to support operations--such as providing employees, volunteers, and/or customers with the necessary face coverings, hand sanitizer, and other supplies--continue to mount as customer traffic and revenues remain challenged. This program cannot save these small organizations outright, but hopes to support their still-tenuous operations, and assist them as they struggle to regain competitiveness or deliver services at a time when every dollar counts.

Special consideration is being given to ensure that the limited supplies in this program will go to the organizations most in need. With strong grassroots partners, we are promoting the opportunity in English, Spanish, and Vietnamese so that registrants will be encouraged from underserved, lower-income neighborhoods with a concentration of small businesses and nonprofits. The registration process will be intentionally simple, simply confirming that the entity is located in Denver, was in operation prior to March 1, 2020, and affirms to have fewer than 25 employees.

This program is not designed or intended to serve individuals or families, or entities operating in the health care industry, both of which have been served through other resources.

DEDO will be managing the online registration process to be hosted on denvergov.org and will provide OraLabs with a weekly list of registrants. OraLabs will procure PPE items and ship directly to individual businesses and nonprofits. Excluding the gloves and non-contact thermometers, all products are being sourced regionally and will be assembled and shipped from Acme Distribution in Aurora. A carefully designed, standardized kit for each registrant will save substantial costs on variable inventory planning and fulfillment.

Each registrant will be eligible to receive a free PPE Kit which contains the following items, valued at approximately \$355 per kit including the supplies themselves, the kit assembly, packaging, and shipping:

- 4 @ 64 oz. Hand Sanitizer
- 40 @ 1oz. Hand Sanitizers
- 1 gal. of Surface Disinfectant
- 100 Medium Gloves
- 100 Large Gloves
- 100 Surgical Masks
- 1 Non-contact thermometer
- 10 Face Shields

We expect to provide more than 4,000 kits, boxed and shipped.

We are working with Denver Public Health & Environment (DDPHE) to identify existing videos from credible sources like the World Health Organization, the Center for Disease Control, and Denver Health that can be used to educate the registrants about how to properly use PPE. Videos will focus on how to properly wear masks and gloves, monitor airflow, and disinfect a surface. Additionally, the city will include printed materials regarding PPE/public safety measure both digitally and within each box, for the proprietors to share with their staff.

**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:** 8/1/2020 - 12/31/2020

**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:** \$1,490,000

**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.)**