



Legislation Text

File #: 23-1495, Version: 1

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

**Date Submitted: 10-16-2023**

**Requesting Agency: DHS and General Services  
Division:**

**Subject Matter Expert Name: Justin Sykes  
Email Address: Justin.sykes@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 amendment to purchase order with Michaels of Denver Catering Inc., to extend the term and increase funding, to purchase meals for guests at migrant shelters, citywide.**

Approves an amendment to a purchase order with Michaels of Denver Catering Inc. for a new total of \$1,000,000 and a new term end date of 3-31-2024 to purchase meals for guests at migrant shelters, citywide. PO-00132255. The last regularly scheduled Council meeting within the 30-day review period is on 11-20-2023. The Committee approved filing this item at its meeting on 10-18-2023.

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

**citywide**

**Contract Control Number:**

**PO-00132255**

**Vendor/Contractor Name (including any "DBA"):**

**Michaels of Denver Catering Inc.**

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

**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.)**