



Legislation Text

File #: 19-1287, Version: 1

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

**Date Submitted:**

**Requesting Agency:**  
**Division:**

**Subject Matter Expert Name:**

Name: Jeff Wylde, CPPB Senior Purchasing Analyst	Name: Linda Shelton, Director of DMV, Jason Salazar, Deputy Director of DMV
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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 Master Purchase Order between the City and County of Denver and Output Services, Inc. for printing and mailing Department of Motor Vehicles renewal notices integrated with the Colorado Department of Revenue DRIVES system database, and related official notices as needed.**

Approves a master purchase order with Output Services, Inc. for \$1,500,000 and through 12-31-22, with two optional one-year renewal extensions, for printing and mailing of Department of Motor Vehicles renewal notices integrated with the Colorado Department of Revenue DRIVES system database, and related official notices as needed (SC-00004415). The last regularly scheduled Council meeting within the 30-day review period is on 12-23-19. The Committee approved filing this item at its meeting on 11-26-19.

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

**Contract Control Number:** SC-00004415

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

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

In 2018 the State of Colorado Department of Revenue implemented a centralized DMV database registry known as DRIVES. Cities and Counties were given the option of using the Colorado Department of Personnel and Administration Integrated Document Systems or soliciting a 3rd party provider, based on Municipal-oriented renewal notices printing needs (customized messaging space, etc.). The City and County of Denver opted to re-solicit for these services to include City-specific services information and allow for occasional custom notice mailers.

**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?**

Competitive process

**For New contracts**

**Term of initial contract:** two years

**Options for Renewal:**

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

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

**Cost of initial contract term:** \$1,500,000.00

**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.)**