



Legislation Text

File #: 18-0824, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 7-31-18

Requesting Agency: General Services
Division:

Subject Matter Expert:

Name: Paige Cheney
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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 Staples Contract & Commercial, LLC to combine office and janitorial supplies under one agreement.

Combines two separate office and janitorial supply contracts with Staples Contract & Commercial, LLC for streamlined ordering and tracking purposes with no change to amount or duration (5595N0116A). The last regularly scheduled Council meeting within the 30-day review period is on 9-17-18. The Committee approved filing this item at its meeting on 8-7-18.

Affected Council District(s) or citywide? Citywide

Contract Control Number: 5595N0116A

Vendor/Contractor Name (including any "DBA"): Staples Contract & Commercial, LLC

Type and Scope of services to be performed:

We currently have two (2) approved contracts and are requesting approval to merge them into

one (1) contract for streamlined use in the new Workday and Punchout systems. There are no changes to contract spend or terms in the contracts.

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.)

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