



## Legislation Text

File #: 20-0787, Version: 1

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

**Date Submitted:** 7-30-20

**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 Staples Contract & Commercial LLC for office and janitorial supplies City-wide.**

Approves a master purchase order with Staples Contract & Commercial, LLC for \$2,400,000 and through 7-31-22, with one annual optional renewal, for office and janitorial supplies for City facilities (SC-00005057). The last regularly scheduled Council meeting within the 30-day review period is on 9-14-20. The Committee approved filing this item at its meeting on 8-11-20.

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

**Contract Control Number:** SC-00005057

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

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

Provide office and janitorial supplies City-Wide.

**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:** Through 7-31-22

**Options for Renewal:**

How many renewals (i.e. up to 2 renewals)? 1

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

**Cost of initial contract term:** \$2,400,000.00

**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.)**