File #: 20-0903, **Version:** 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 8-29-20

Requesting Agency: Technology Services
Division:

Subject Matter Expert Name:

Name: Joe Saporito
Email: joseph.saporito@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 Third Amendatory Agreement between the City and County of Denver and Lewan & Associates, Inc. to amend the scope of work and pricing schedule and to extend the term regarding the lease of office equipment.
Amends a contract with Lewan & Associates by adding one year for a new end date of 9-30-21 and adding a new statement of work to add the PaperCut software, enhancing the City's managed print services program. No change to contract amount (TECHS-202055180). The last regularly scheduled Council meeting within the 30-day review period is on 10-12-20. The Committee approved filing this item at its meeting on 9-8-20.

Affected Council District(s) or citywide? Citywide

Contract Control Number: TECHS-202055180

Vendor/Contractor Name (including any "DBA"): Lewan & Associates

Type and Scope of services to be performed:
Lewan & Associates was awarded an RFP to implement and support a Managed Print Services

program for the City and County of Denver's office printing needs in 2014. This program has been successful but has come to the end of its term and Technology Services is finalizing its analysis of other Managed Print Services. This contract is being extended one year to allow for the completion of Technology Services' analysis of other Managed Print Services, contracting with the chosen vendor and the initialization of a new program. Lewan will continue to provide management and maintenance for print devices that are installed and located throughout the City, including Denver International Airport, until the next program is stood up. This amendment also adds the PaperCut software. This software will seamlessly monitor and control the City's printing resources while providing secure print release and print policies to encourage responsible printing.

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:

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?
10/1/2014 - 9/30/2020
What is the length of the extension/renewal?
One year
What is the revised total term of the contract?
10/1/2014 - 9/30/2021
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.)