



Legislation Text

File #: 20-1568, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 12-18-20

Requesting Agency: General Services
Division:

Subject Matter Expert Name:

Name: Elizabeth Hewes

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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 Parella Printing Company, d/b/a Pyramid Print & Graphics, for printing services to include business cards, various forms and calendars.

Approves a master purchase order with Parella Printing Company, doing business as Pyramid Print & Graphics, for \$900,000 and through 5-31-22, with an option to extend for one year, to provide printing services including business cards, various forms, and calendars (SC-00005484). The last regularly scheduled Council meeting within the 30-day review period is on 2-1-21. The Committee approved filing this item at its meeting on 12-29-20.

Affected Council District(s) or citywide? Citywide

Contract Control Number: SC-00005484

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

Type and Scope of services to be performed:

To provide printing only services for all City Agencies to use. The printing only services include

but not limited to printing of business cards, various forms, and calendars. This was award is a Define Pool SBE, as determined by DSBO.

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 5-31-22

Options for Renewal:

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

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

Cost of initial contract term: \$900,000

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.)