



Legislation Text

File #: 21-1378, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 11-8-21

Requesting Agency: Community Planning and Development
Division:

Subject Matter Expert Name:

Name: Anna Weber

Email: Anna.Weber@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 Contract between the City and County of Denver and Rocky Mountain Microfilm and Imaging, LLC to provide digitization of existing physical files for Community Planning and Development.

Approves a contract with Rocky Mountain Microfilm and Imaging, LLC for \$974,029.28 and through 11-4-24 to provide digitization of existing physical files for Community Planning and Development (CPLAN-202161134). The last regularly scheduled Council meeting within the 30-day review period is on 12-20-21. The Committee approved filing this item at its meeting on 11-23-21.

Affected Council District(s) or citywide? Citywide

Contract Control Number: CPLAN-202161134

Vendor/Contractor Name (including any "DBA"): Rocky Mountain Microfilm and Imaging, LLC

Type and Scope of services to be performed:

This contract will provide scanning services for Community Planning and Development Zoning Property & Permit Records, Planning Services, Assessors Appraisal Cards, Zoning "Red Book",

and Electrical Plan Files. Files will be delivered as multi-page .pdf files in a format compatible with the city's current Alfresco content management system. Accomplishing this task will allow for more efficient and effective retrieval of property records by CPD staff and members of the public.

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: 11/05/2021 to 11/04/2024

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: \$974,029.28

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.)