



Legislation Text

File #: 22-0652, Version: 1

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

**Date Submitted: 5-31-2022**

**Requesting Agency: General Services  
Division:**

**Subject Matter Expert Name: Elizabeth Hewes  
Email Address: Elizabeth.Hewes@denvergov.org  
Phone Number:**

**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 Western Paper Distributors, Inc. by changing the vendor name to Imperial Bag & Paper Company LLC, doing business as Western Paper Distributors and for janitorial supplies for City facilities.**

Amends a Master Purchase Order with Western Paper Distributors, Inc., by changing the vendor name to Imperial Bag & Paper Company LLC, doing business as Western Paper Distributors and adding one year for a new end date of 7-31-2023 for janitorial supplies for City facilities, citywide. No change to Master Purchase Order amount (SC-00006922). The last regularly scheduled Council meeting within the 30-day review period is on 7-11-22. The Committee approved filing this item at its meeting on 6-7-22.

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

**Contract Control Number: SC-00006922**

**Vendor/Contractor Name (including any "DBA"): Imperial Bag & Paper Company LLC, doing business as Western Paper Distributors**

**Type and Scope of services to be performed: Purchase of janitorial products**

**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? Amendment**

**Was this contractor selected by competitive process or sole source?**

The competitive process was done by the State of Colorado. The City is using the cooperative language from the State's award to receive the best pricing possible. State Agreement #149194.

**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)? Length and name change**

***If length changing***

**What was the length of the term of the original contract?**

August 1, 2020 - July 31, 2022 (current term)

**What is the length of the extension/renewal?**

August 1, 2022 to July 31, 2023 (this renewal)

**What is the revised total term of the contract? August 1, 2020 through July 31, 2023**

***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.)**