



Legislation Text

File #: 23-0557, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 5-1-2023

Requesting Agency: Denver International Airport
Division:

Subject Matter Expert Name: Leann Rush
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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 Purchase Order between the City and County of Denver and Imperial Bag & Paper CO LLC dba Western Paper Distributors to provide paper towels and full-service maintenance of TORK brand paper towel dispensers at Denver International Airport.

Approves a master purchase order with Imperial Bag & Paper CO LLC, doing business as Western Paper Distributors, for \$4,500,000 and one year, plus 4 1-year options to extend, to provide paper towels and full-service maintenance of TORK brand paper towel dispensers throughout Denver International Airport in Council District 11 (SC-00007831). The last regularly scheduled Council meeting within the 30-day review period is on 6-12-2023. The Committee approved filing this item at its meeting on 5-10-2023.

Affected Council District(s) or citywide? 11

Contract Control Number: SC-00007831

Vendor/Contractor Name (including any "DBA"): Imperial Bag & Paper CO LLC dba Western Paper Distributors

Type and Scope of services to be performed:

To supply Paper Towels and Towel Dispenser maintenance throughout Denver International Airport (DEN).

Location (if applicable): DEN

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts): N/A

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

new

Was this contractor selected by competitive process or sole source?

Competitive

For New contracts

Term of initial contract:

1 year

Options for Renewal:

How many renewals (i.e. up to 2 renewals)? 4

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

Cost of initial contract term:

\$4,500,000

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.)