



Legislation Text

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

Date Submitted: 5-29-2023

Requesting Agency: Human Services  
Division:

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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 with Michael's of Denver Catering Inc. to purchase meals for guests at emergency shelters, citywide.**

Approves a purchase order with MICHAEL'S OF DENVER CATERING INC. for \$500,000 and through 12-31-2023 to purchase meals for guests at emergency shelters, citywide (PO-00132255). The last regularly scheduled Council meeting within the 30-day review period is on 6-26-2023. The Committee approved filing this item at its meeting on 5-31-2023.

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

**Contract Control Number:** (PO-00132255)

**Vendor/Contractor Name (including any "DBA"):** MICHAEL'S OF DENVER CATERING INC.

### **Type and Scope of services to be performed:**

Meals for emergency shelters (until sheltering contract is in place that would also provide meals)

**Location (if applicable):**

**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?**

This purchase order was awarded through a competitive request for proposal process in partnership with General Services, Public Health and Environment, and Finance. It was initiated when the Emergency Operations Center (EOC) was first activated and coordinated with the EOC.

**For New contracts**

**Term of initial contract:**

**DOE through 12-31-2023**

**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:**

**\$500K**

**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.)**