



Legislation Text

File #: 23-0910, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 7-10-2023

**Requesting Agency: General Services
Division:**

Subject Matter Expert Name: Elizabeth Hewes
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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 master purchase order with Parella Printing Company d/b/a Pyramid Print & Graphics to provide printing services for city agencies, citywide.

Approves a master purchase order with Parella Printing Company, doing business as Pyramid Print & Graphics, for \$999,000 and through 8-31-2025 plus one 1-year option to extend, to provide printing services for city agencies, citywide (SC-00008073). The last regularly scheduled Council meeting within the 30-day review period is on 8-14-2023. The Committee approved filing this item at its meeting on 7-11-2023.

Affected Council District(s) or citywide?
Citywide

Contract Control Number:
SC-00008073

Vendor/Contractor Name (including any "DBA"):
Parella Printing Company, dba Pyramid Print & Graphics

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 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):
SBE

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 process RFP 10980A - 2023 Printing Only Services

For New contracts

Term of initial contract:

Through 8-31-2025

Options for Renewal:

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

Term of any renewals (i.e. 1 year each): 1 year not to exceed 8/31/2026

Cost of initial contract term:

\$999,000

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.)