



REQUEST FOR PROPOSAL

FOR

MARKETING SERVICES

FOR

CITY AND COUNTY OF DENVER  
Acting by and through the Mayor's Office

Date of Issuance: March 22, 2012

**CITY AND COUNTY OF DENVER  
MAYOR'S OFFICE  
NOTICE OF REQUEST FOR PROPOSALS**

**The City and County of Denver, acting by and through the Mayor's Office, has issued a Request for Proposals** (the "RFP"), for marketing services. Complete RFP documents will be available for download online at the following web address: [www.denvergov.org/mayor](http://www.denvergov.org/mayor).

**Responses in the form of printed proposals will be due at 5:00 p.m. Friday, April 13, 2012, local time** delivered to Deputy Chief of Staff Evan Dreyer at the following address:

Attn: Evan Dreyer  
Mayor's Office  
1437 Bannock Street, Room 350  
Denver, CO 80202

**An optional Pre-Proposal Meeting will be held at 1:00pm local time on Thursday, March 29, 2012**, in Conference Room 377, City and County Building, 1437 Bannock Street, Denver, CO. All parties interested in submitting a proposal are encouraged to attend. All Proposers will be held responsible for any information conveyed at the meeting. Further information about the meeting is contained in the RFP.

**General Statement of Work:**

The City is seeking professional marketing, branding and communications services, including but not limited to comprehensive, strategic and long-term planning, project work on an as-needed basis, and partnering with internal City stakeholders as well as external organizations. The City seeks a professional, full-service marketing and communications firm to provide comprehensive, strategic and innovative marketing and communications and marketing services on designated projects on an as-needed basis. The Successful Proposer shall fully coordinate all services under the Agreement with the Mayor's Chief of Staff, or the Chief of Staff's designee. Marketing initiatives include:

1. Provide strategic marketing support for special projects related to tourism, conventions, and City events. This will include developing and providing a variety of promotional, publicity and advertising plans and informational materials consistent with specifications provided by the City.
2. Assist City agencies and departments as assigned to provide approved marketing services (agencies include: Office of Economic Development, Denver International Airport, Department of Public Works, Department of Parks and Recreation, and Arts and Venues).
3. Provide recommendations and advice for Public Information Officers as requested.

**As the City's best interests may appear, the Chief of Staff for the Mayor's Office reserves the right to waive informalities in, and to reject any or all, proposals.**

Publication Dates: \_\_\_\_\_ 201\_\_

Published In: The Daily Journal

# REQUEST FOR PROPOSAL

## MARKETING SERVICES

**Date of Issuance: March 22, 2012**

### A. PROJECT INFORMATION

#### 1. Introduction

This Request for Proposal (“RFP”) is issued to provide the selection process for marketing services. Proposals will be accepted from:

- a. Individuals operating as independent contractors;
- b. Non-profit, non-governmental entities;
- c. For-profit, private entities; and
- d. Preference is given to proposers with experience working with public sector entities, including state and/or county government in outreach and education for the identified target groups.

Proposers submitting a response to the RFP will be asked at a minimum, to state their qualifications, understanding/experience relating to the project and offer their methodology for meeting the design criteria. The finalists from the RFP Phase will proceed to the Interview Phase and be requested to participate in oral interviews.

Selection Schedule:

RFP Released .....	March 22, 2012
Pre-Proposal Meeting .....	March 29, 2012
Deadline to Submit Questions (in writing) .....	April 3, 2012
Responses to Questions (in writing) .....	April 9, 2012
Proposals Due .....	April 13, 2012
Review/Notify Short Listed Firms/Interviews.....	April 23-May 4, 2012
Notice of Selection.....	May 11, 2012
Complete Contract Negotiations .....	May 25, 2012
Contract Execution/NTP.....	June 8, 2012

**Note:** The total amount available under this RFP will not exceed Ninety Six Thousand Dollars **(\$96,000.00)(the “Maximum Contract Amount”)** for a one year contract subject to available, appropriated funds. The City and County of Denver reserve the right to negotiate all contract amounts.

The competitive selection process provided for under this RFP will focus on the qualifications and prior history of performance on similar projects of each proposer and the proposer’s team members, as appropriate, in accordance with the selection criteria set forth in this RFP. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

**2. Description of Services.** The objective of this RFP is to procure marketing and communications support services, creation of selected marketing materials, support services for public outreach activities, and other related marketing functions and work products. Services to be performed include:

a. Provide strategic marketing support for special projects including special projects related to tourism, conventions, and City events. This will include developing and providing a variety of promotional, publicity and advertising plans and informational materials consistent with specifications provided by the City.

b. Provide advice and recommendations to City managers or City officials for development and implementation of designated marketing projects. Assist City agencies and departments as assigned to provide approved marketing services (agencies include: Office of Economic Development, Denver International Airport, Department of Public Works, Department of Parks and Recreation, and Arts and Venues).

c. Design, develop, and deliver promotional materials for designated City initiatives and events.

d. Provide advice and recommendations for citywide marketing strategies, and improving citywide brand awareness.

e. Provide advice and recommendations for City managers or officials to successfully design, develop and implement marketing projects and sponsorship projects by creating vehicles to share ideas, knowledge, and success stories.

f. Provide media training as requested.

The successful proposer will provide qualified personnel dedicated to managing the requested services. The successful proposer will have experienced staff and knowledgeable in communications and marketing disciplines. The proposer will establish a team leader who will manage services provided under the resulting contract. The City will not accept any substitutions of the team leader or other key personnel except for substitutions required for reasons outside the control of the successful proposer and upon written approval by the City. The successful proposer will be available on an on-call basis for any emergency situations.

### **3. Contract Value and Term; Requests for Services**

The maximum contract value of each contract resulting from this RFP, including services performed and reimbursement of costs and expenses incurred, if any, may not exceed \$96,000. The term of the agreement will be for one year. The City liability for expenditure of public funds pursuant to this proposal shall be contingent upon and limited to the appropriation of funds for the Agreement to the successful proposer by the Denver City Council and payment of such funds into the Treasury of the City.

### **4. RFP Administration**

This RFP solicitation is issued by the Mayor's Office. As the City's best interests may appear, the Chief of Staff reserves the right to terminate, modify or suspend the process, reject any or all submittals, modify the terms and conditions of this selection process and/or waive informalities in any submission. A representative of the Mayor's Office will be designated to serve as administrator for this selection process and will be responsible for coordination of the procedures and rules specified in this RFP, managing this process and all other matters related to this process. In conducting the process in a fair and equitable manner, the Chief of Staff may appoint an RFP administrator will serve as the primary intermediary between the proposers, the City, and the members of the Selection Committee. All inquiries and questions regarding this RFP shall be directed to Evan Dreyer in the Mayor's Office in writing via email at [evan.dreyer@denvergov.org](mailto:evan.dreyer@denvergov.org). Any applicant that contacts any member of the Selection Committee, other than the designated contact from the date of issuance of the RFP and prior to the completion of the

selection process may be disqualified from further participation in the selection process, at the administrator's sole discretion.

5. **Addenda:** As the City determines appropriate, it will issue addenda to supplement this RFP. Each Proposer shall provide the City with contact information for receipt of such addenda. Any applicant who downloads the RFP from [www.denvergov.org/](http://www.denvergov.org/) or otherwise obtains this document, must send an e-mail to [evan.dreyer@denvergov.org](mailto:evan.dreyer@denvergov.org) with the party's contact information in order to receive an addendum. The City is not responsible for e-mail delivery failure for any reason. It shall be conclusively presumed that the applicant did, before submitting a Response to the RFP read all addenda, posted decisions, and other items relevant to the qualifications. All addenda shall be acknowledged by Proposer and returned to the City with proposal document. }

## 6. **Selection Process and Criteria**

- a. **City Selection Committee:** A Selection Committee will review and evaluate all responsive submittals and other information received in accordance with the requirements of this RFP, later directives from the City and the official advertisement. In assessing the strengths and weaknesses of each respondent, the Selection Committee may, at its discretion, request clarification of any response to this RFP or other issue that may arise during the selection process. Once the review is completed, recommendations from the Committee will be submitted to the Chief of Staff for final selection of the successful proposer and dollar amount of the contract. The City may request oral presentations as part of the evaluation process.

At any stage, the City reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, all as the best interests of the City may appear.

The City will not accept any information, in any form whatsoever, from Proposers after the proposal due date. Unsuccessful Proposers will be notified in writing that they were not selected to compete in the next stage of the selection process and such notification shall result in no further consideration of these submissions. All determinations of the City regarding rejection shall be final.

- b. **General Evaluation Criteria:** Proposals will be rated by the committee according to the following criteria, using a 50 point scale. Teams rated the highest according to this criteria will be invited to an interview.

- i. Qualifications and experience of the proposer (the person or entity legally responsible for the provision of services) in the professional areas listed in this RFP. Include the qualifications and experience of the proposer's team leader and other Key Personnel (including subcontractors, if any) in the professional areas listed in this RFP and in similar projects. **(10 points)**
- ii. Proposed approach to provision of services. Include philosophy and understanding of the services and approach to external awareness and issues that might arise. **(10 points)**
- iii. Proposed methodology of management approach of project team and assigned work tasks; including status updates. **(10 points)**
- iv. Demonstrated ability to establish, maintain, and communicate and project consensus, demonstrated ability to complete projects timely and efficiently; demonstrated ability to provide all of the necessary coordination to complete projects, including coordination with various city departments and agencies. **(10 points)**

- v. Proposed fees and expenses (not to exceed the Maximum Contract Amount).. **(10 points)**

## **B. GENERAL REQUIREMENTS**

**1. Contract Review.** The successful proposer will be required to execute a contract with the City to commence services. Proposers shall review the Sample Agreement included in this RFP and submit with their proposal a list of all questions, issues, or modifications which the Proposer would like the City to review and address, should they be selected as the top ranked proposer. The City shall assume that the Sample Agreement has been thoroughly reviewed and discussed with legal counsel prior to submission of the list of issues. Therefore, all proposers are strongly advised to seek legal counsel prior to preparing such a list.

- a. The City anticipates that the final Agreement submitted to the selected Proposer for execution will be in a form substantially similar to the Sample Agreement attached hereto. Consequently, the City will not enter into detailed negotiations of the terms and provisions contained in the sample agreement. Instead, the City will review the list of issues raised by the selected Proposer, address each issue at its sole discretion and provide the selected Proposer with a final executable Agreement for signature.
- b. In the event the City elects to make significant, material changes to the form provided or proceed with another agreement format, the City will provide the selected proposer with an opportunity to review and submit a list of issues regarding the changes or new format. The City will then address the issues raised at its sole discretion and provide the selected Proposer with a final executable Agreement for signature.
- c. Should the Proposer fail to execute this final Agreement, the City reserves the right to negotiate with the Proposer, terminate further negotiations and initiate negotiations with another ranked proposer or reject any or all Proposers, as its best interests may appear.

**2. Insurance.** The selected Proposer for this Project will be required to secure and maintain, at its own expense, the Insurance requirements set forth in the Sample Agreement. As such, each Proposer shall submit with its Response, a statement indicating the proposer's intention to fully comply with the insurance requirements stated in the Sample Agreement. **Prior to the commencement of work of work under any resulting contract, the successful proposer must provide proof of all required insurance in the format designated in the sample agreement. If proposer is exempt from the legal requirement to have Workers' Compensation Insurance, and has in fact properly rejected Workers Compensation Insurance with the Colorado Department of Labor and Employment (CDLE) as of the date of submission of its proposal to this RFP, then proposer will provide with its proposal proof of approval of rejection by CDLE. Under any resulting contract, the Consultant will be an independent contractor retained to perform professional or technical services for limited periods of time. Neither the Consultant nor any of its employees will be deemed to be employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.**

**3. Denver Occupational Privilege Tax.** Any employee working for a Consultant, or a subcontractor, who earns over \$500 working in Denver during a calendar month, is subject to the payment of the Employee Occupational Privilege Tax. The Consultant and any subcontractor must pay the Business Occupational Privilege Tax for each of its employees who are subject to such tax.

**4. Public Contracts.** This contract is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, as amended, regarding certification of the employment or contract with illegal aliens. The selected contractor must be familiar with these requirements, and shall be required to comply with all provisions. Please review Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Codes and the Sample Contract provisions regarding compliance.

**5. Consultant Disclosures.** Pursuant to §20-69 of the Denver Revised Municipal Code (“D.R.M.C.” or “Code”), all regularly executed contracts for professional or personal services that will exceed twenty-five thousand dollars (\$25,000.00); all proposals for use of real property of or by the City, the duration of which is one year or longer and will exceed twenty-five thousand dollars (\$25,000.00) in revenue or cost; all proposals for concession agreements for the use of City facilities or property; or contracts requiring payment by the City of over one hundred thousand dollars (\$100,000) must be accompanied by a separate detachable page setting forth the following information:

**a.** The name of any officer, director, owner or principal of the business entity, including identity of any shareholder who owns or controls five percent (5%) or more of the business entity, and either 1) the names of his or her spouse, and children under eighteen years of age; or 2) a statement that he or she or his or her spouse, or children, if any, under the age of eighteen have or have not made a contribution, as defined in D.R.M.C. §15-32, or contribution in kind, as defined in D.R.M.C. §15-32, to any candidate, as defined in D.R.M.C. §15-32, during the last five years and identifying by name himself or herself or any spouse or child under the age of eighteen who has made such a contribution or contribution in-kind to a candidate.

**b.** The names of any subcontractors or suppliers whose share of the project work is estimated to exceed \$100,000.00.

**c.** The names of any unions with which the proposer has a collective bargaining agreement.

**The information required in subparagraph a must be provided at the same time the proposal is submitted,** and the information required in subparagraphs b and c must be submitted in a timely fashion before award of an Agreement. See copy of the Disclosure Form, Attachment 1.

While a proposer or supplier who has already disclosed such information need not provide such information with a second or subsequent proposal unless such information has changed, it shall be the responsibility of each such proposer to verify that such information is still current as of the date of such subsequent proposal and is in fact on file with the City Clerk. Failure to provide or update the required information in a timely fashion shall render any proposal to which D.R.M.C. §20-69 applies non-responsive.

## **6. Colorado Open Records Act.**

Documents submitted in response to this RFP are subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, *et seq.* (“CORA”). If the proposer believes that any information, data, process or other material in its proposal constitutes trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, then the proposer should mark those items as confidential or proprietary and provide a list of those items with specificity as to the page and paragraph and on what basis it believes the material is confidential or proprietary. The City is not bound by the proposer’s determination as to whether materials are subject to disclosure under CORA and reserves the right to independently determine whether the materials are required to be made available for inspection or otherwise produced under CORA.

If the City receives a request for such information marked as confidential, it will notify the Proposer. If a suit is filed to compel disclosure of such information, the City will notify the Proposer, and the Proposer shall be responsible for taking appropriate action to defend against disclosure of its confidential information.

In the event of the filing of a lawsuit to prevent or compel disclosure, the City will tender all responsive materials to the court for judicial determination of the issue of disclosure. The proposer agrees 1) to intervene in any lawsuit arising out of a request for its materials to protect and assert its claims of privilege against disclosure of such material; 2) that its failure to object or intervene and assert claims of

privilege against disclosure in relation to its proprietary or confidential information results in waiver the same; 3) to release and defend, indemnify and save and hold harmless the City, its officers, agents and employees, from any claim, damages, expense, loss or costs, including reasonable attorneys' fees, arising out of or in any way relating to requests for disclosure of material provided or produced in response to this RFP.

#### **7. Proposal Preparation, Consultants Costs and Expenses.**

The City is not liable for any costs or expenses arising out of preparation of Consultant's proposal. If selected, Consultant may not include any of these costs or expenses as part of its fee, rates, or charges for performing work under the Contract.

**8. Proposer to supply its own materials.** The Successful Proposer will provide and pay for all labor, supervision of its employees and agents, travel, insurance, vehicles, materials, and tools (including computers, laptops, software, blackberries, PDA's) necessary to provide services under the resulting contract. The City will not provide email access to the successful proposer. Any use of office space, conference rooms, City telephones, fax machines, or copy machines, will be allowed only as necessary to meet with City staff and review the progress of work.

#### **9. Verification of Information.**

The City will rely on the accuracy and completeness of all information provided in making its selection. As such, proposing firms are urged to carefully review all information provided to ensure the clarity, accuracy, and completeness of such information. As the City deems necessary and appropriate, the City reserves the right to make any inquiries or other follow up required to verify the information provided.

### **C. INSTRUCTIONS FOR SUBMITTING PROPOSALS**

Each respondent must comply with the submission requirements as outlined below. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the City.

Proposals must be received no later than date and time stated above. **Late submittals will be rejected.** Proposals must be sealed in an envelope or box. Three ring binders may be used for the proposals; however, plastic sleeves or spiral binders are discouraged. Proposals will not be read in public or available for public inspection until after an award determination has been made.

#### **1. Proposal Submittal**

Proposers shall submit five (5) copies of their completed RFP response. All Proposals must be limited to the following prescribed information and be submitted in an 8 1/2" x 11" format bound on the long side. Pages are to be numbered in sequence and font size must be at least 12pt. font. Proposals shall not exceed twelve (12) single-sided pages in length (double-side pages count as two pages). This page limit does not include cover pages, divider sheets, resumes, disclosures of legal and administrative proceedings, or required forms. No more than ten 11 x17" fold-out sheets may be included. Do not include unnecessarily elaborate art work, glossy paper, or bindings.

The proposal must include a table of contents and be organized as follows:

**Part 1 Letter of Transmittal.** Clearly indicate the *single contact* (principal-in-charge), mailing address, telephone and facsimile numbers. Indicate unique features of the organization and the project team that makes the team uniquely suited to undertake this specific project.



**Part 2 Pricing.** A cost schedule of all hourly rates for each job classification and job title and unit costs must be submitted for all items set forth in the proposal. All rates and fees will be fixed for the duration of the contract. Materials or services not listed but that may be required or are expected to be used by the consultant in performing the tasks related to the Agreement must be listed with the proposal. Job titles and classifications must be explained in terms of degree of responsibility, minimum qualifications, and expected scope of duties for the purpose of defining proposed schedule of hourly rates. Prices for expendables must be expressed as cost plus percentage mark-up. Overhead costs, including, without limitation, faxing, cellular phone air time, and computer processing time, must be borne exclusively by the consultant as a cost of doing business.

**Part 3 Key Personnel.** Identify the individuals from each firm who will be involved in the project and their responsibilities. Provide brief *biographical data* of the primary participant(s), including the Project Manager. Further, provide a separate list of key personnel setting forth the name of such persons and corresponding title.

**Part 4 Organization and Management of Services.**

- a. Describe how the management approach to ensure the services will be provided in a thorough, effective, and timely manner. Include information regarding:
  - Philosophy, approach and identification of specific issues, problems and opportunities. (Specific solutions to project deliverables are not desired as statements of philosophy or direction).
  - Management approach to insure effective coordination with various City agencies and other entities which will be involved in the Project.
- b. Indicate the approach to minimizing costs and expenses.
- c. Identify any software that may be proposed for use on this project.

**Part 5 Summary of Demonstrated Experience.** Describe the firm's projects and experience during the last three years that is similar to the work described in the Scope of Work or that proposer believes would be relevant in evaluating the firm's capabilities to perform the work, including:

- Contracts involving similar work performed by the firm and a list of personnel who worked under these contracts and will be performing the work covered by this RFP.
- Contract amount and brief, concise description of the services stated in the contract.
- Any extraordinary projects or problems or both encountered during performance of such contracts. Describe the complexities and innovative approaches used to solve such problems.
- Financial information to demonstrate the financial stability of the firm to successfully provide uninterrupted service for one year. Also, include all information and circumstances regarding any legal dispute resulting from services provided by the proposer for which settlements have been made.
- References. Include three appropriate references,, a contact name, address, and telephone number. These references should be able to substantiate the proposer's ability to perform the work required.

## **2. Required Submittal Forms**

The following forms must be filled out and returned with the Proposal.

Attachment 1 – Proposer Disclosure Form

Attachment 2 – Comments on the Sample Agreement

Attachment 3 – Consultant Team Members [To be prepared by proposer]

Attachment 4 – Certificate of Good Standing with the Colorado Secretary of State

Attachment 5 – Proof of approval by the Colorado Department of Labor and Employment of proposer's rejection of workers compensation insurance.

***.- End -***

SAMPLE AGREEMENT  
{INSERT SAMPLE AGREEMENT}

**Attachment 1**  
**CITY AND COUNTY OF DENVER**  
**BIDDER/CONTRACTOR/VENDOR/PROPOSER DISCLOSURE FORM**

\_\_\_\_\_  
Bidding Entity's/Proposer's Name

\_\_\_\_\_  
Date this form was completed

\_\_\_\_\_  
Address

\_\_\_\_\_  
( ) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Name of Officer/Owner completing this Form

**INSTRUCTIONS**

1. Section 20-69 of the Denver Revised Municipal Code provides that the public interest is best served by maximum disclosure of political contributions made to candidates seeking election to City office by persons transacting business with the City and County of Denver. This Disclosure Form was devised to insure that City Bidder/Contractor/Vendor/Proposers comply with all applicable requirements of Section 20-69, D.R.M.C.

2. Complete each applicable Section of this Form in accordance with the following instructions and return it to the appropriate City official as directed.

3. If your business entity has previously submitted a Form **and** the information provided in this previously submitted Form **has not changed**, you need only complete Section 6 and return the Form.

4. If your business entity has not previously submitted a Form or any of the information contained in a previously submitted Form **has changed**, you must identify in Section 1 the **name** of **each** of the following for your business entity: (a) any director, (b) any officer, (c) any principal, (d) any owner and (e) any shareholder who owns or controls 5% or more of your entity.

5. If you are required to complete Section 1, you must also **EITHER**:

(A) Identify in Section 2, for each person listed in Section 1, that person's spouse, if any, and any children of that person, under the age of eighteen (18);

**OR**

(B) Identify in Section 3, any person listed in Section 1 and any spouse or age eighteen (18) or under child of any person listed in Section 1 that made a CONTRIBUTION, as defined in D.R.M.C. 15-32, to any CANDIDATE, as also defined in D.R.M.C. 15-32, during the last five (5) years,

**AND**

Certify in Section 4 that, except as disclosed in Section 3, no other person listed in Section 1 or any spouse or child under the age of eighteen (18) of any person listed in Section 1 made a contribution to any candidate, as these terms are defined in D.R.M.C. 15-32, during the last five (5) years.

6. And finally, if your bid/contract/purchase order/proposal includes subcontractors, subconsultants or suppliers receiving **more than** \$100,000.00 for any work performed, materials provided or services rendered **or** your business entity has a collective bargaining agreement with any union, you must identify each such subcontractor/subconsultant/supplier and each such union in Section 5.

**SECTION 1. MUST BE FILLED OUT BY ALL  
BIDDER/PROPOSERS/CONTRACTORS/VENDORS:**

Identify below each individual having the noted relationship with the business entity listed above. Show appropriate letter in the box to the left. A = Officer, B= Director, C = Principal, D = Owner, E= Controller of 5% or more of the stock. If more than one category applies, show in second box.

- |                  |                   |
|------------------|-------------------|
| 1. [ ] [ ] _____ | 9. [ ] [ ] _____  |
| 2. [ ] [ ] _____ | 10. [ ] [ ] _____ |
| 3. [ ] [ ] _____ | 11. [ ] [ ] _____ |
| 4. [ ] [ ] _____ | 12. [ ] [ ] _____ |
| 5. [ ] [ ] _____ | 13. [ ] [ ] _____ |
| 6. [ ] [ ] _____ | 14. [ ] [ ] _____ |
| 7. [ ] [ ] _____ | 15. [ ] [ ] _____ |
| 8. [ ] [ ] _____ | 16. [ ] [ ] _____ |

EITHER FILL OUT SECTION 2 OR SECTION 3 AND SECTION 4 IF APPLICABLE.

**SECTION 2. Identify below each individual that is the spouse or a child under the age of eighteen (18) of any individual listed in Section 1 above.** Use the first box to designate relationship as follows; F = Spouse, G = Child under 18. Use the second box to identify relationship to person listed in Section 1 above. For example, if on Line 3 of Section 1 the name of John Doe is listed and his spouse, Jane Doe is listed on line 7 of Section 2, the number 3 should be placed in the second box of line 7 of Section 2.

- |                  |                   |
|------------------|-------------------|
| 1. [ ] [ ] _____ | 9. [ ] [ ] _____  |
| 2. [ ] [ ] _____ | 10. [ ] [ ] _____ |
| 3. [ ] [ ] _____ | 11. [ ] [ ] _____ |
| 4. [ ] [ ] _____ | 12. [ ] [ ] _____ |
| 5. [ ] [ ] _____ | 13. [ ] [ ] _____ |
| 6. [ ] [ ] _____ | 14. [ ] [ ] _____ |
| 7. [ ] [ ] _____ | 15. [ ] [ ] _____ |
| 8. [ ] [ ] _____ | 16. [ ] [ ] _____ |

**SECTION 3. DISCLOSURE OF CONTRIBUTION BY PERSONS LISTED IN SECTION 1 AND  
DISCLOSURE OF ANY SPOUSE OR CHILD UNDER THE AGE OF EIGHTEEN (18) OF A  
PERSON LISTED IN SECTION 1 WHO HAS MADE A CONTRIBUTION:**

List the names of any person listed in Section 1 who has made a contribution and the name of any spouse or child under the age of eighteen (18) of any person listed in Section 1 who has made a contribution during the last five (5) years. Use the first box to identify the person: A = Officer, B = Director, C =

Principal, D = Owner, E = Controller of 5% or more of the stock, F = Spouse, G= Child under 18, use the second box to identify relationship of spouse or child listed to person listed in Section 1.

- |                  |                   |
|------------------|-------------------|
| 1. [ ] [ ] _____ | 9. [ ] [ ] _____  |
| 2. [ ] [ ] _____ | 10. [ ] [ ] _____ |
| 3. [ ] [ ] _____ | 11. [ ] [ ] _____ |
| 4. [ ] [ ] _____ | 12. [ ] [ ] _____ |
| 5. [ ] [ ] _____ | 13. [ ] [ ] _____ |
| 6. [ ] [ ] _____ | 14. [ ] [ ] _____ |
| 7. [ ] [ ] _____ | 15. [ ] [ ] _____ |
| 8. [ ] [ ] _____ | 16. [ ] [ ] _____ |

**SECTION 4. BIDDER/CONTRACTOR/VENDOR/PROPOSER CERTIFIED STATEMENT IN LIEU OF DISCLOSURE.**

I hereby certify that, except as listed above, no officer, director, shareholder who owns or controls 5% or more of the business entity, principal, owner or his or her spouse or child under eighteen years of age has made a contribution, as defined in Section 15-32 D.R.M.C., or a contribution in kind, as defined at Section 15-32 D.R.M.C., to a candidate, as defined at Section 15-32 D.R.M.C., during the last five years.

\_\_\_\_\_  
Authorized Signature of Officer/Owner of Business Entity

**SECTION 5. DISCLOSURE OF SUBCONTRACTORS, SUPPLIERS AND UNIONS.** List the names of any unions with which your entity has a collective bargaining agreement and the names of any subcontractors or suppliers whose share of the amount to be paid by the City for this contract, purchase order or proposal will exceed One Hundred Thousand Dollars (\$100,000.00), identifying them in the box provided as follows: H = Subcontractor, I = Supplier, J = Union.

1. [ ] [ ] [ ] _____ _____	9. [ ] [ ] [ ] _____ _____
2. [ ] [ ] [ ] _____ _____	10. [ ] [ ] [ ] _____ _____
3. [ ] [ ] [ ] _____ _____	11. [ ] [ ] [ ] _____ _____
4. [ ] [ ] [ ] _____ _____	12. [ ] [ ] [ ] _____ _____
5. [ ] [ ] [ ] _____ _____	13. [ ] [ ] [ ] _____ _____
6. [ ] [ ] [ ] _____ _____	14. [ ] [ ] [ ] _____ _____
7. [ ] [ ] [ ] _____ _____	15. [ ] [ ] [ ] _____ _____
8. [ ] [ ] [ ] _____ _____	16. [ ] [ ] [ ] _____ _____

**SECTION 6. CERTIFIED STATEMENT OF PREVIOUS DISCLOSURE.**

I hereby certify that the information required to be disclosed by Section 20-69(d) D.R.M.C. [i.e. the information contained in responses to Sections 1, 2, 3, 4, 5 and 6 of this Form] for \_\_\_\_\_ [Name of Proposer] has previously been furnished to the City and County of Denver and is on file with the City Clerk and further certify that such information is current as of the date indicated below.

\_\_\_\_\_  
Authorized Signature of Officer/Owner of  
Business Entity

\_\_\_\_\_  
Date

*Attachment 2*  
**PROPOSER COMMENTS ON SAMPLE AGREEMENT**

Proposer has the following comments to the Sample Agreement (comments may be attached on letterhead of the Proposer, or written on this form.)

If this form is blank and no comments are attached to Proposer's submittal, Proposer will be deemed to have no comments on the Sample Agreement.

Proposer's Name: \_\_\_\_\_

Comments:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.