



**DENVER**  
THE MILE HIGH CITY

# Denver Arts & Venues (DAV) Vendor Open House

September 20, 2022



**-Introduction by Michael Yu, Fiscal Administrator II**

**-Opening Remarks 9:30**

Ginger White-Brunetti, Executive Director of Arts & Venues

**-Overview, Opportunities 9:35**

Frank Delmonte, Director of Finance

**-Doing Business with Denver 9:40**

Sol Ybarra, Business Outreach Coordinator

**-MWBE Program 9:50**

Adrina Gibson, Director, Division of Small  
Business Opportunity (DSBO)

**-Arenas 10:05**

Tad Bowman, Director of Arenas

**-Downtown Operations 10:15**

Mark Heiser, Director of Downtown Ops.

**-Marketing 10:25**

Brian Kitts, Director of Marketing

**-Links, Conclusion & Networking 10:30**

Michael Yu, Fiscal Administrator II





## MISSION

So that all may thrive, Arts & Venues enriches and advances Denver's quality of life and economic vitality through premier public venues, arts, cultural and entertainment opportunities.





**COLORADO  
CONVENTION CENTER**



**DENVER PERFORMING  
ARTS COMPLEX**



**RED ROCKS AMPHITHEATRE**

**DENVER COLISEUM**



**MCNICHOLS CIVIC  
CENTER BUILDING**



DAV runs and sponsors many programs and events across these focus areas:



## ADVANCEMENT OF ARTISTS & ORGANIZATIONS

Support the work of artists and organizations that help create vibrant communities, and build Denver as an inclusive city to live, work and visit.

**Program support:** IMAGINE 2020 Grant Program, Art Drop Day, Mayor's Awards For Excellence In Arts & Culture, Public Art commissions, Local Set, Next Stage NOW

## STRENGTHEN COMMUNITIES

Ensure all Denver communities can access arts and culture to address historic inequities by infusing arts, culture and creativity into neighborhoods across Denver.

**Program support:** Cultural Partner Program at the McNichols Civic Center Building, Five Points Jazz Festival, P.S. You Are Here, Urban Arts Fund, Chance to Dance, Cultural Field Trip Fund, Youth One Book, One Denver, SCFD, Denver Music Advancement Fund, Equity, Diversity & Inclusion Grants

## CULTURAL PLANNING & ECONOMIC DEVELOPMENT

Create and implement a framework for arts, culture and economic development in Denver, including cultural planning, arts advocacy and collective leadership.

**Program support:** Create Denver, Denver Music Strategy, Safe Creative Spaces Fund, IMAGINE 2020,

## Today's Goals

- Increase DAV's utilization of small, minority and women-owned businesses
- Learn more about DAV and our needs
- Enhance Denver's economic vitality
- Support DAV and Denver's equity, diversity and inclusion goals

## Business Overview

- The Agency conducts roughly \$100M worth of business annually between all locations.
- There are many capital projects which are run through the city's Department of Transportation and Infrastructure
  - Colorado Convention Center Expansion
  - Loretto Heights
- Our business activities are governed by various statutory rules
- Our business is divided into two special revenue funds
  - Colorado Convention Center
  - Arts & Venues

## Current and Upcoming Opportunities

- Event Staffing Services
  - Pre-bid meeting on 9/23/22, 9:00 AM MST at Red Rocks Visitor's Center – Rock Room
  - Bid documents at <https://www.bidnetdirect.com/colorado/solicitations/open-bids/Event-Staffing-and-Personnel-Services-for-Denver-Arts-Venues/0000298445?purchasingGroupId=8409951&origin=2>
- Colorado Convention Center Management
  - Prebid meeting on 10/13/22, 9:00 AM MST at Colorado Convention Center – Meet at Reception Desk in Main Lobby
  - Bid documents at <https://www.bidnetdirect.com/colorado/solicitations/open-bids/Colorado-Convention-Center-Management/0000298432?purchasingGroupId=8409951&origin=2>



## Current and Upcoming Opportunities

- Five Points Jazz Festival Producer
  - Publication: Expected in September 2022
  - Scope of Work: Production of the Five Points Jazz Festival including staging, A/V, permitting, safety and security and more.
  - DSBO Program Determination: 5% MWBE Goal
- Stagehand Services
  - Publication: Q4 2022
  - Scope of Work: Provide administration of stagehand services for Red Rocks Amphitheatre, the Denver Coliseum and Arts Complex. Includes providing supervisory staff for stagehands, placing calls for services, payroll and statutory payment administration, and interacting with the Stagehand union IATSE
  - DSBO Program Determination: TBD



# 5 Steps: How to do Business with Denver

**THURSDAY, OCTOBER 6, 2022 @ 9:00am**

Email: [sol.ybarra@denvergov.org](mailto:sol.ybarra@denvergov.org) to register

- 1 Be ready
- 2 Research
- 3 Make an action plan
- 4 Build relationships
- 5 Bid

# Examples of Goods and Services

- Electrical parts and supplies
- Electronic recycling services
- Industrial supplies
- Uniform rentals and purchases
- Inmate clothing
- Safety footwear and eyewear
- Barricades and traffic controls
- Network support and maintenance
- Mailing services
- Security Cameras
- Lawn and turf equipment and parts
- Outdoor signage
- Athletic field marking paint
- Trees
- Fiber optics
- Bike racks
- Light poles
- Hirschmann switches
- HVAC
- Pest control
- Plumbing services
- Metal recycling
- Janitorial
- Window washing
- Building trades
- Elevator maintenance
- Vehicles
- Uniforms
- Body armor
- Media equipment
- Fertilizers
- Pesticides
- Irrigation parts
- Golf course equipment and supplies
- City-wide Fleet: Including purchases of new replacement parts, various services, and new vehicles for all City agencies
- Repair services and equipment for all city owned buildings
- Printing & Mailing Services
- Food Services
- Sweeper Parts
- Blade Edges and Teeth and Rotor Mill Teeth
- Re-Build Sculptures
- Fencing
- [And everything in between....](#)

# On-Call Contracts for Single Trades

Appliance Repair	Glass	Pipeline Repair and Maintenance
Asphalt and Paving Repair	HVAC Repair and Maintenance	Plumbing Repair and Maintenance
<b>Automatic, Overhead and Standard Door repair and maintenance</b>	<b>Kitchen Hood Vent Cleaning</b>	Portable Toilet Rentals
Concrete and Flatwork Repair and Maintenance	Laundry Machine Repair	Roofing Repair and Maintenance
Electrical Repair and Maintenance	Landscaping Services	Sand Trap Maintenance
Elevator Inspections	Lamp Collection and Recycling	<b>Sewer Cleaning</b>
Elevator Repair and Maintenance	Laptop Data Wiping Services	Smart City - Professional Services Intelligent Transportation Systems
<b>Emergency Restoration services</b>	<b>Locksmith</b>	Snow Removal
E-Waste Recycling	Metal Recycling	Steam Repair and Maintenance
Fencing	Moving Services	<b>Welding Services</b>
<b>Gates</b>	Painting services	Window Washing



# 2 Research

Purchasing Division – [www.denvergov.org/purchasing](http://www.denvergov.org/purchasing) - Additional Contacts

## SENIOR BUYERS:

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## STAFF BUYERS:

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**Bradlee Sears,** Staff Buyer  
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# Biweekly solicitations updates

Communications Database – Sign up to receive Current and Upcoming Opportunities

Visit [www.denvergov.org/purchasing](http://www.denvergov.org/purchasing)

## News and Events



### Newsletter and Notices

February 2022

Purchasing Presentations

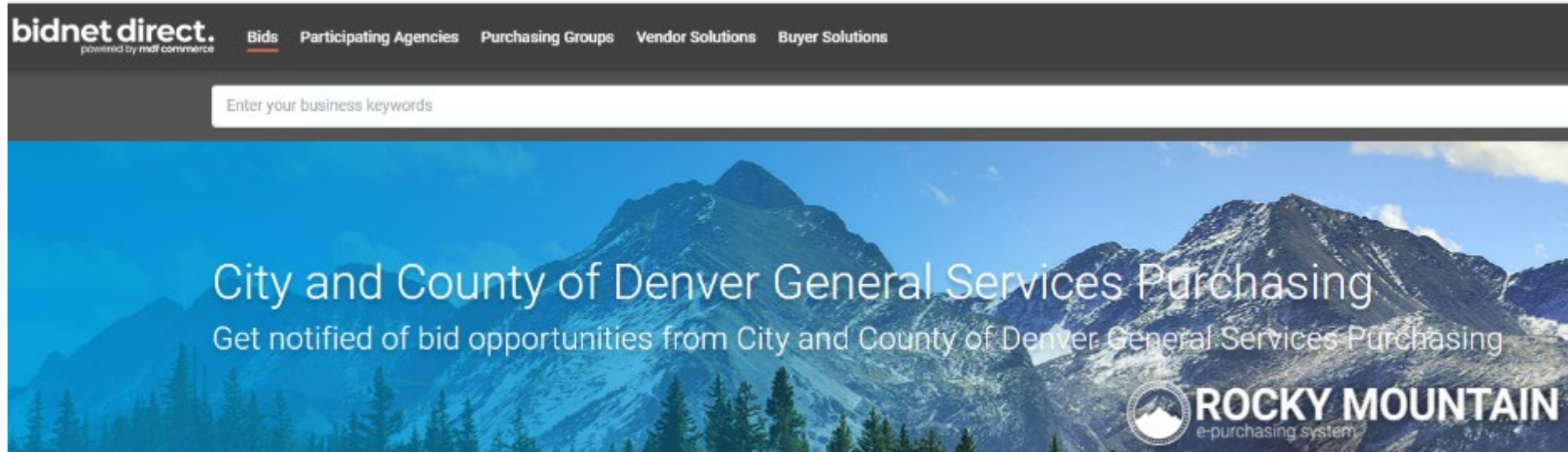
City Events

To receive information on **upcoming opportunities** please complete the [Purchasing communication form](#).

Purchasing sends out biweekly notices and updates on current bids and solicitations, upcoming opportunities, City meetings and events, and will also include community resources for businesses.



# BidNet: [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)



[The Rocky Mountain E-Purchasing System](#) Participating entities post their bids, quotes, proposals, addendums, and awards on this one centralized system. [Vendor registration](#) is FREE; **however**, vendors may elect to receive automatic e-mail notification of all open solicitations matching their vendor profile for an annual fee.

*If a vendor does not select the upgraded option, it is the responsibility of the vendor to monitor the website regularly in order to be aware of business opportunities and review changes or addendums to bids, quotes, and proposals.*

Vendors who upgrade to receive email notifications will receive opportunities matching their business goods/services provided automatically. There are [various agencies](#) that use BidNet so you can do research and see which other agencies are looking for your type of products, the last time it was advertised, how long the contract is for, and the potential for subcontracting opportunities.

**BidNet Technical Support Line: 800-835-4603**



# Division of Small Business Opportunity (DSBO)



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# Division Overview

## MISSION

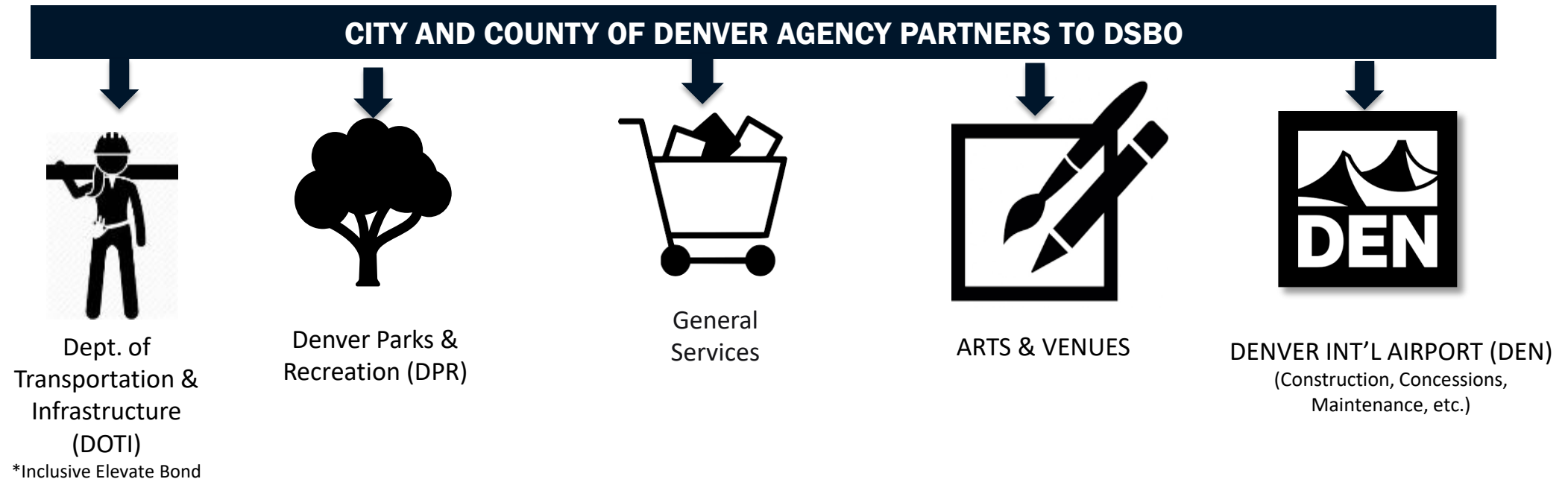
Be the bridge that promotes and improves the participation and engagement of small businesses through the creation and implementation of programs, thereby achieving an equitable Denver economy



# DSBO Foundation – Governance

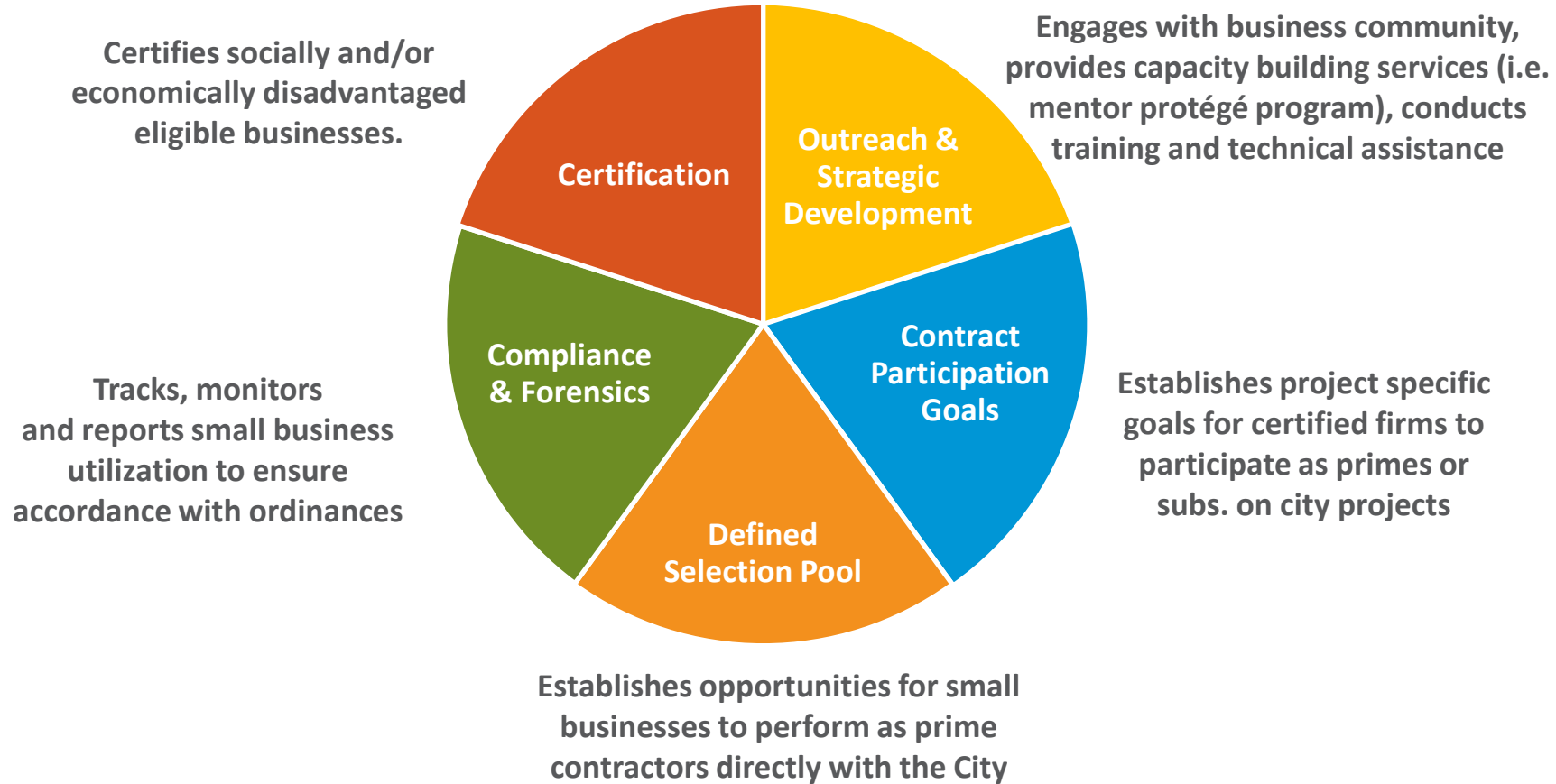
- DSB0's authority is created by Executive Order, the Professional Service/Construction Ordinance, and the Goods & Services Ordinance. All are re-authorized at five-year intervals.
  - The Professional Service/Construction Ordinance is found in D.R.M.C. Chapter 28 Article III; the Goods & Services Ordinance in Article V; and Small Business Enterprise in Article VII.
  - The purpose of D.R.M.C Chapter 28 Article III, V, and VII is to enable the city, through its departments and agencies, to undertake specific activities to promote equity, maximize opportunities and prevent discrimination and its effects against business enterprises that have been certified as M/WBEs AND SBEs.
- The City and County of Denver's Denver International Airport is the direct recipient of federal financial assistance from the U.S, Department of Transportation Federal Aviation Agency. As a condition of receiving federal assistance, DSB0 is responsible for implementing all aspects of the DBE program in accordance with the 49 CFR Part 26.
  - The purpose of the USDOT 49 CFR Part 26 is to enable the city to ensure nondiscrimination, create a level playing field, narrow tailoring, ensure firms meet the eligibility standards, help remove barriers and assist in the development of firms to compete successfully outside the program

# DSBO – Working Model & Partners



*\*As well as 30+ additional city agencies, National Western, cultural (zoo/museum) and Denver Health.*

# DSBO – Five Pillars







# Outreach & Strategic Development

Connecting small businesses to the DSBO program and providing the necessary resources to help them successfully develop and pursue work with the city.



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# Outreach & Strategic Development

## Overview

- Outreach Programs: DSB0 Equity and Empowerment Council (DEEC) and Citywide Bridging the Gap to Success
- Partnering on community outreach events with internal and external partners
- Serving on community boards and committees to foster collaboration and engagement (HCC, BCG, AGC etc.)
- Distributing weekly e-blasts and program notices to over 2200 small businesses and community stakeholders

Number of Attendees for  
DSBO led Events in 2021:  
**1000+**



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# Outreach & Strategic Development

## Current Programs & Partnerships:

- Citywide Mentor-Protégé Program
- Hispanic Contractors of Colorado Contractor Academy and Scaling Program
- Covid-19 Technical Assistance Program in partnership with DEN and OFEP
- Connect2Dot Leading Edge for Transportation Small Business Development Course
- USDOT Bonding Education Course
- Transportation and Construction Girl



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# DSBO Equity & Empowerment Council

The DSBO Equity and Empowerment Council (DEEC) is comprised of community stakeholders who help DSBO maintain a first-hand, open dialogue with the small businesses, industry associations and prime contractors/consultants that it serves.

DEEC provides the essential link between the city and the small business community.

DEEC meetings are held bi-monthly.

Average Number of Attendees at  
DEEC meetings:  
**+100**





# Business Equity & Leadership Team (BELT)

Led by DSB0, comprised of Executive Directors and senior staff from the agency partners to collaborate and develop strategies to increase the utilization of small, minority, women owned businesses on city contracts.

Key Accomplishments:

- Development of Citywide Master Utilization Plans
- Unbundling of contracts to increase opportunities for small business to prime
- Launch of the Citywide Mentor-Protégé Program
- Greater Collaboration on citywide outreach events
- Prompt Pay improvements



*Denver Mayor Michael B. Hancock provides remarks at the CEI BELT Event in 2019*



A smiling man with dark hair, wearing a blue button-down shirt, is positioned on the left side of the frame. He is looking towards the camera. The background is a blurred workshop or office space with shelves containing various items.

# Certification

Certification is a process through which the City and County of Denver grants recognition to a company that meets certain established criteria as a small socially/economically disadvantaged firm.



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# Certification

A vehicle for small, minority, disadvantaged and women-owned businesses to pursue opportunities with the city.

- Certification is **highly encouraged** to pursue if a small business would like to do business with the city, no matter their industry, goods or services offered.
- Certification applies to **socially and/or economically disadvantaged** business based on ownership, operation, control, independence, size and U.S. Citizen or legal permanent resident.
- Typically takes 90 days to get certified from completed applications.
- DSBO hosts monthly webinars called “Understanding Certifications” held the 2<sup>nd</sup> Tuesday of the month.
- To find a certified firm: Small Business Certification and Contract Management System:

<https://denver.mwdbe.com/>



# Certification

Six different types of certification: MWBE, DBE, SBE, SBEC, EBE and ACDBE

## Local Program

- Based off DSB0 Ordinance and Rules and Regulations
- Minority/Women Owned Business (MWBE)
- Small Business Enterprise (SBE)
- Emerging Business Enterprise (EBE)
- Small Business Enterprise Concessionaire (SBEC)

## Department of Transportation Federal Program

- Based off Code of Federal Regulation
- Disadvantaged Business Enterprise (DBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)





# Certification Benefits

- Certified firms are listed in our online Certified Vendor Directory of small businesses: <https://denver.mwdbe.com/>
- The City of Denver, other municipalities, and large contractors/consultants utilize the directory for partnering.
- Removes barriers and provides access to opportunities to participate on city projects with DSB0 program requirements (SBE Defined Pool or Goal). Though, it does not guarantee award of a contract.
- Access to business development resources, mentor protégé program, events, training and technical assistance





# Compliance, Business Utilization & Forensic Programs

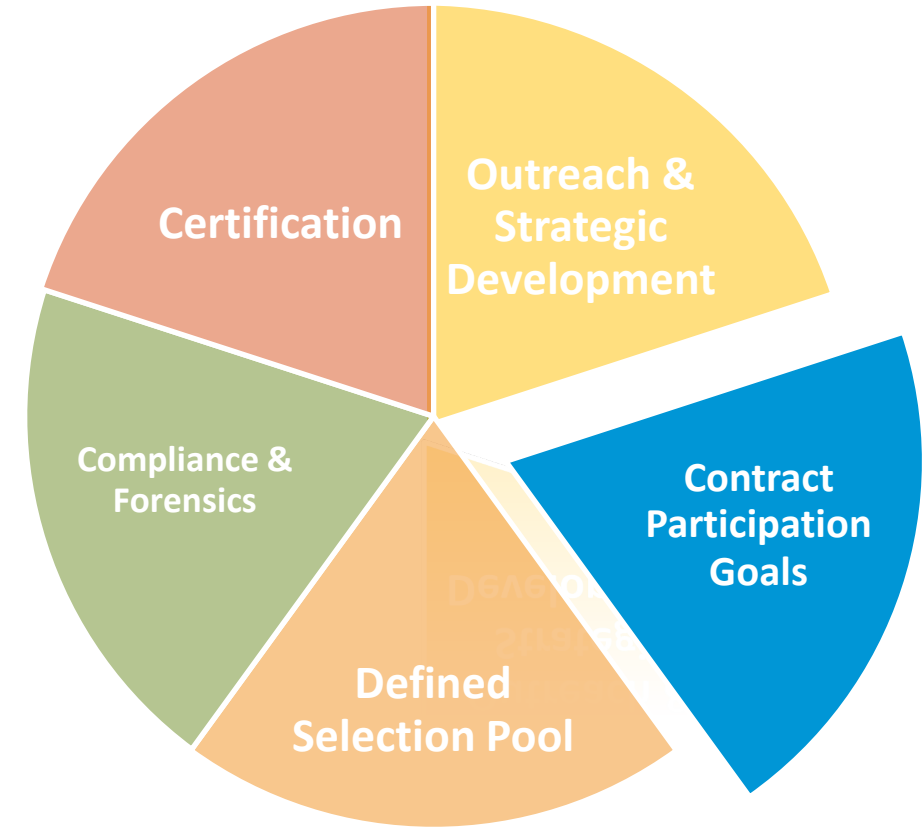


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# Contract Participation Goals

DSBO assesses city projects that are funded with city dollars or on city land for MWBE participation goals. DSBO also assesses federally funded projects for DBE goals on federally funded projects.

- Goals and goal type are established looking at several factors:
  - Source of funding: local vs. federal
  - Type of project or procurement
  - Dollar amount allocated to the project
  - Scope of work being done and/or what services are needed
  - Current number of certified firms that could be used on the project and a look at the current capacity of those firms to take on new projects
  - Previous and current participation on similar projects
- DSBO Director approves all goals



# Defined Selection Pool Program

Program encourages prime contracting opportunities on construction, goods and services to certified SBEs or EBEs.

Goods and Services:

- Contracts or Purchase Orders
- Between \$50,000 – \$999,999.99

Professional Service/Construction:

- No threshold
- Based on pool of certified Small Business Enterprises and scope of work, project type, size and scope



# Compliance & Forensics

Once a contract has been awarded, small business utilization is monitored by DSBO's compliance team. The following items are monitored throughout the duration of a contract:

- Non-discrimination
- MWBE participation compliance oversight
- Defined Pool Self-Perform
- Commercially Useful Function
- Good Faith efforts
- Prompt payment
- Termination for Good Cause



# DSBO Contacts

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**DEN Compliance**  
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**DSBO Certification**  
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**DSBO Website**  
[Denvergov.org/dsbo](http://Denvergov.org/dsbo)





## Overview of Facilities and Activities

### Red Rocks Amphitheatre, Visitor Center & Trading Post

- Award Winning, Open-Air Amphitheatre located in the foothills west of Denver located within Red Rocks Park (approx. 739 acres)
- Opened in 1941
- Hosts about 200 events (mostly concerts) in the amphitheatre in addition to private events in the Visitor Center and Trading Post as well countless tourists year-round
- Seating capacity of 9,525
- Visitor Center at the top of the amphitheatre has exhibits, retail, restrooms and a restaurant
- Trading Post – built in 1931 – is a gift shop and museum

## Overview of Facilities and Activities

### Denver Coliseum

- The Denver Coliseum is a multi-purpose arena located at I-70 and Brighton Blvd and opened in 1951
- It's used for many different types of events each year including: the National Western Stock Show and Rodeo, motocross events, dances and concerts, the Annual Denver March Powwow, Circuses, ice events, and high school sporting events
- There are approximately 8,100 permanent seats and room for another 2,400 portable chairs on the arena floor covering a total of approximately 120,000 square feet of floor space. Seating configurations vary by show and can be sold as all-reserved, all general admission, or a mix of reserved and general admission.

## Goods and Services Regularly Used

- Apparel
- Signage
- Awards (piece of the rock)
- Building supplies – Electrical, plumbing, HVAC, concrete/asphalt, janitorial supplies, a/v supplies, landscape materials
- Rental Equipment – lifts, sweepers
- Specialty services – i.e. parking lot striping, door services, plumbing, electrical, etc...

## Future Business Needs/Upcoming Business Opportunities

- Event Staffing Services –
  - Ushers, crowd control, ticket scanners, transportation, parking services
  - Currently Posted
    - Pre-bid 9/23
- Concessions Services – Red Rocks and Denver Coliseum – posted in 2023 to start in 2024
- Janitorial Services – Red Rocks and Denver Coliseum – posted in 2025 to start in 2026



## Overview of Activities

This business unit is responsible for a number of activities related to marketing, communications, customer service and revenue development.

- **MARKETING COMMUNICATIONS** – Responsibility for communications across venues to fans, media and other constituents. Includes media relations, website and social media programs, and more.
- **CORORATE PARTNERSHIPS** – Responsibility for marketing programs which provide a benefit to the agency and fans through advertising and promotional messaging. Included are financial sponsorships of venues, programs and events.
- **TICKETING SERVICES** – Responsibility for sales, marketing and operations of systems providing ticketing and data development across all agency venues.

## Overview of Facilities and Activities

- Arts Complex
  - Boettcher Concert Hall
  - Buell Theater
  - Ellie Caulkins Opera House
  - Parking Garage
  - Galleria and Sculpture Park
- McNichols Building
- Event Activities include Theatre, Opera, Ballet, Broadway, Jazz, Cabaret Theatre, Special Events, Park Events

## Goods and Services

- Goods and Supplies:
  - Custodial Products, Paper Products
  - First Aid Kits
  - General Hardware, Tools
  - Electrical Supplies, Plumbing Supplies
  - Material Management
  - HVAC Filters, Belts, Fluids
  - Office Supplies
- Services
  - Pest control
  - Elevator Maintenance
  - Emergency Generator Maintenance
  - Key Systems
  - Fire Systems (Suppression/Alarm)
  - Dock Levelers and Fire Door Inspection and Maintenance
  - Air and Other Special Services (Oxygen, Dry Ice, etc.)
  - Forklift Maintenance
  - Security Cameras and Systems

## Future Business Needs/Upcoming Business Opportunities

- Event Staffing Services –
  - Ushers, crowd control, ticket scanners, transportation, parking services
  - Currently Posted
  - Pre-bid 9/23
- Janitorial Services – posted in 2025 to start in 2026



## Goods and Services Regularly Used

- Design and Public Relations Services
- Printing and Printed Material Installation Services
- Social Media services
- Videography
- Translation Services
- Ticketing programs
- Partnerships programs in varied areas including food/beverage, automotive, services and more

## Future Business Needs/Upcoming Business Opportunities

- Ticketing Services – Ticketing, customer service, box office operations and data service for Red Rocks, the Denver Coliseum, Denver Arts Complex. Posted in 2024 to begin in 2025.
- Signage and installation needs are on an as-needed basis for posting at Red Rocks Amphitheatre and other venues
- Advertising, design and videography are available next in 2024
- Corporate partnership programs are available on an ongoing basis.

## General Links

- General Inquiries for Denver Arts & Venues: [AVFinance@denvergov.org](mailto:AVFinance@denvergov.org)
- Denver Arts & Venues Social Media:  
[Facebook](#)   [Twitter](#)   [Instagram](#)
- [Denver Arts & Venues website](#)
- [Purchasing Division website](#) (bidding opportunity information, FAQs, etc.)
- [BidNet Direct](#) (active bidding opportunities)
- [MWBE Registration Site](#)
- [Denver Special Events Calendar](#)
- [Prevailing Wage Information](#)
- [City-wide Mentor-Protégé Program](#)



Time to Network!

Thank you for attending.