

PRE-BID MEETING AGENDA
PROJECT NAME: 20TH STREET BRIDGE REHABILITATION

MEETING DATE: November 16, 2021

CITY PROJECT NO.: 202160901

MEETING TIME: 10:00 a.m.

MEETING LOCATION: Teleconference – Phone: (720) 388-6219, Conference ID: 483-985-014# or [Join Microsoft Teams Meeting](#)

PROJECT LOCATION: District 9

General information about teleconference: *6 will mute/unmute phone if using the call-in number. Anyone that is not speaking is asked to mute their phone during the meeting to prevent background noise.

I. Introductions

- a. Contract Administrator – Katie Ragland
- b. DOTI Project Manager – Kevin Rens
- c. Engineer of Record – Cody Keraga
- d. DSBO Representative – Erin Croke
- e. Auditor’s Office/Prevailing Wage

II. DSBO (Erin Croke)

- a. Participation – 12% MWBE
- b. Instructions to Bidders (Section IB-26): page BDP-10 - BDP-12
- c. Forms to be returned with bid:
 - 1A – List of Proposed Subcontractors, Subconsultants, and/or Suppliers – page BF-9
 - Commitment to MWBE Participation – page BF-13
 - Letter(s) of Intent – page BF-14

III. Auditor’s Office

- a. Prevailing Wage Rates – **Highway Construction Projects (January 1, 2021)**
- b. Last Section of the Bid Documents Package

IV. Treasury

- a. Instructions to Bidders (Section IB-24): page BDP-9 - BDP-10
- b. Additional tax information has been provided at the end of this agenda
- c. [General Tax Information Booklet](#)

V. Risk Management (April Hansen)

- a. Insurance coverage requirements for this project (SC-17): page BDP-47 - BDP-49
- b. Standard 3 coverages required (*Commercial General Liability, Business Automobile and Workers Compensation*). The *Business Automobile* coverage will need to include hazardous material transport language. In addition, coverages for *Contractors Pollution Liability and Builder’s Risk/Installation Floater* must also be provided.
- c. Insurance requirements are non-negotiable.

VI. Prequalification (Jennifer Clark)

- a. Each bidder must be prequalified in category **1G(1) Major Bridge Work at or above the \$3,000,000.00 monetary level.**



- b. Each bidder must have submitted a prequalification application a minimum of ten (10) calendar days prior to the bid opening date. Applications must be submitted by email to DOTI.Prequal@denvergov.org.
- c. To view the Rules and Regulations and to obtain a prequalification application, please visit www.denvergov.org/prequalification.

VII. Contract Administration (Katie Ragland)

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #8056197).
 - [QuestCDN Plan Download Instructions](#)
 - [QuestCDN VBid Bidder Instructions](#)
- b. Firms and stakeholders can view the plan holders on QuestCDN by visiting the project page and selecting “View Plan Holders”. For those interested in being listed on a pre-bid meeting attendance sheet, please email me your name, number, email address and whether you are a prime or sub for this project at DOTI.Procurement@denvergov.org by the end of the day and I will put an attendance sheet together to be posted on www.work4denver.com and sent out via QuestCDN.
- c. Verify and use legal name, per [Colorado Secretary of State](#).
- d. Confirm registration with the [System for Award Management \(SAM\)](#).
- e. Addenda and/or notices will be sent by email notification via QuestCDN at least 5 business days prior to bid due date.
- f. Recommend use of Bid Form Checklist – page BF-2.
- g. When completing the Bid Worksheet in QuestCDN, do not round prices.
- h. Bid Form Submittal Package should be in order when submitted via Quest.
- i. Textura is required; Contract Administration will complete the initial set-up in Textura.
- j. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed, signed and returned with bid: BF-16 – BF-19.
- k. **Important Dates:**
 - **Question Deadline – November 30, 2021 no later than 10:00 a.m.** Must send to DOTI.Procurement@denvergov.org.
 - **Bids Due – December 16, 2021 by 11:00 a.m. The call-in number and conference ID will be posted to the project page on www.work4denver.com.**
- l. Bids for this project will ONLY be received and accepted via the online electronic bid service through www.QuestCDN.com.
- m. REMINDER: All communication must be sent to DOTI.Procurement@denvergov.org.

VIII. Project Overview (Kevin Rens & Cody Keraga)

Construction work items include expansion joint replacements, deck repairs, addition of a thin bonded polyester concrete overlay, bridge railing replacement, and spot/zone painting of steel girders.

- IX. Q & A** - please send any additional questions or those needing a more thorough answer to DOTI.Procurement@denvergov.org so they may be answered in a subsequent addendum.



Department of Finance
Treasury Division
Tax Compliance – Audit Unit
201 W Colfax Ave
MC 1001, Dept #1009
Denver, CO 80202
www.denvergov.org/treasury

The City and County of Denver imposes a 4.81% consumer's use tax on all construction materials, supplies, tools, and equipment used on a Denver construction job unless the vendor has charged Denver sales tax. Credit against the Denver use tax liability is allowed for a legally imposed sales tax previously paid, to the extent the rate does not exceed the combined rate in Denver of 8.81%. If sufficient sales tax has not been paid at time of purchase, the contractor is required to self-report use tax.

Denver also has an occupational privilege tax, which is due for any employee who earns at least \$500 within a calendar month while working in Denver. A total of \$9.75 per month per eligible employee must be remitted: \$5.75 withheld from the employee and \$4.00 paid by the business for each taxable employee, owner, partner or manager.

Please note that subcontractors, as well as general contractors, are deemed to be the end user of all materials, supplies, tools, and equipment used on a Denver job. Denver does not provide an exemption from sales or use tax for materials used on any construction project located in Denver including governmental or charitable.

Any contractor, as well as any subcontractor, who does work in Denver must be licensed with the Treasury Division to pay taxes. Taxes are not collected through any other licensing or permitting mechanism.

We encourage you to learn more about Denver taxes by going directly to the Denver Treasury Website at www.denvergov.org/treasury and click on the Tax Guide and Tax Rules links. Tax Rule #5, Tax Guides #61 (Occupational Privilege Tax) and #83 (Use Tax) are recommended for review. We also encourage you to consult with a tax professional when making decisions regarding application of tax to any portions of a proposal or operations.

If you have any questions please don't hesitate to contact Taxpayer Service at 720-913-9400 or by email at treasinfo@denvergov.org.

Thank you for engaging in business in Denver!

Rev 01/21



General Contractors and Subcontractors – Construction within Denver

The City and County of Denver imposes a 4.81% **consumer’s use tax** on all construction materials, supplies, tools, and equipment used by a construction contractor on a Denver job. Credit against the Denver use tax liability is allowed for a legally imposed sales tax previously paid to the extent the rate does not exceed the combined rate in Denver of 8.81%

Tools and equipment are subject to the 4.81% use tax on the cost or fair market value at the occasion of first use in Denver. Exceptions are:

1. Automotive vehicles required by law to be registered outside Denver are exempt.
2. If equipment will be used or stored in Denver for 30 consecutive days or less, a declaration completed prior to the equipment being brought into Denver may result in a smaller tax liability.

In addition to the above, it is important to note the following:

1. Denver **does not** provide an exemption from sales or use tax for construction or building materials used on **any** construction project located in Denver, including government, religious, or charitable.
2. Denver **does not** collect use tax at the time a building permit is issued. Tax is paid to suppliers at the time of purchase, or directly to the City of Denver on the consumer’s use tax return.
3. Denver **does not** provide an exemption from sales or use tax for energy (natural gas, electricity, etc.) used in building construction.
4. Denver sales or use tax applies to diesel fuel for off-highway use, including that used for the operation of construction equipment.
5. Contractors that manufacture materials or other items of tangible personal property that are to be incorporated into a structure are liable for use tax on the manufactured cost of these items, which in addition to materials, includes labor and services used in the manufacturing process.
6. The City of Denver has an **occupational privilege tax (OPT)**, which is due for employees earning at least \$500 in a calendar month while working in Denver. A total of \$9.75 per month per eligible employee must be remitted: an Employee OPT of \$5.75 withheld from the employee and a Business OPT of \$4.00 paid by the business for each taxable employee, owner, partner or manager. If your business is a corporation, any officers and owners/shareholders that perform services for the corporation are considered employees, and the full \$9.75 would be due when the \$500 earnings-in-Denver threshold is met. No fee is required for occupational privilege tax registration.
7. In addition to occupational tax registration, “construction contractors” may be issued a consumer’s use tax account; “contractor-retailers” are issued either a sales tax license, if the business is located in Denver, or a retailer’s use tax license for business locations outside the city. No fee is required for consumer’s use tax registration; however a license fee is required for both sales and retailer’s use tax licensure.

For additional information on Denver taxes, go to www.denvergov.org/treasury, and click on the **Tax Guide** link. Questions may be addressed with our Audit Unit at **720-913-9955** or by email at constructiontaxinfo@denvergov.org.