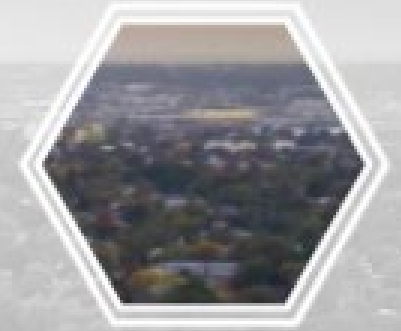
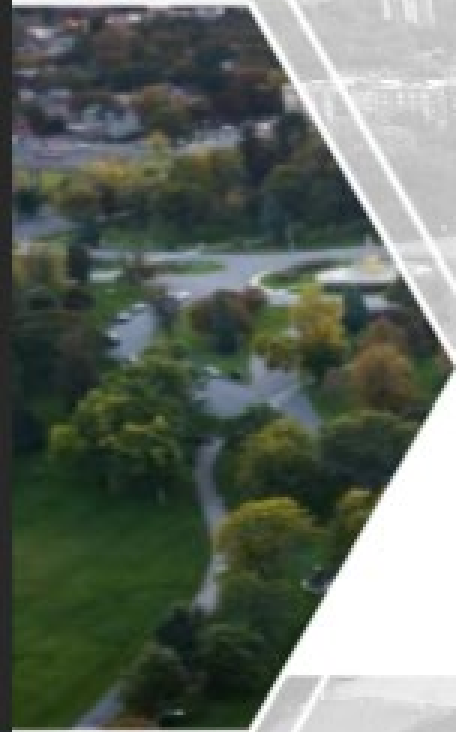


# Denver Payment Process Training



# Get Ready

[DENVER PAYMENT PROCESS TRAINING](#)





# DENVER INTERNATIONAL AIRPORT PROCEDURES FOR CONTRACT INVOICES

JULY 2023



# PURPOSE



To provide a process for promptly and accurately paying invoices for contract services obtained through a controlled requisition to purchase order (PO) process



- Contract Administration Supervisor
  - Rebecca Toberman 303-342-2658
- Contract Compliance Coordinator
  - Steven Joyce 303-342-2419
- Email ([ContractAdminInvoices@flydenver.com](mailto:ContractAdminInvoices@flydenver.com))
- Accounting Supervisor
  - Kamilah Thompson (303)342-2428
- Accounts Payable Team (Contract Invoices)
  - Cecilia Lawson (303)342-2140



# DEN INVOICE RECEIVING & PROCESSING INVOICES

## PROCESS STEPS-CONTRACT ADMINISTRATION

- Business Operations will receive the invoice and date stamp the invoice
- The invoice will be reviewed and logged into their ERP system
- Business Operations staff will then forward the invoice, via email to the assigned divisional Project Manager (PM)
- The PM will perform their due diligence of auditing the invoice for accuracy/compliance and approval
- The PM creates a receipt within the ERP System
- When these tasks are completed, the PM will then return the approved invoice back to [ContractAdminInvoices@flydenver.com](mailto:ContractAdminInvoices@flydenver.com) where it will be logged out and placed in the Daily Invoice to Accounts Payable Folder

# RECEIVING/PROCESSING CONTRACT INVOICES



Suppliers/Contractors must submit invoices to [ContractAdminInvoices@flydenver.com](mailto:ContractAdminInvoices@flydenver.com)

All Invoice submittals should include the following **required** information:

1. Vendor Name (as it appears on their W-9)
2. Contract Number
3. PO Number
4. Current Date
5. Dates Services were performed
6. Vendor Invoice Number
7. Current Remittance Address
8. Details required by the contractual agreement (i.e., rates, billable hours, reimbursable charges)

All Contracts require that a current Certificate of Insurance (COI) is on file. COI's should be emailed to [ContractAdminInvoices@flydenver.com](mailto:ContractAdminInvoices@flydenver.com).

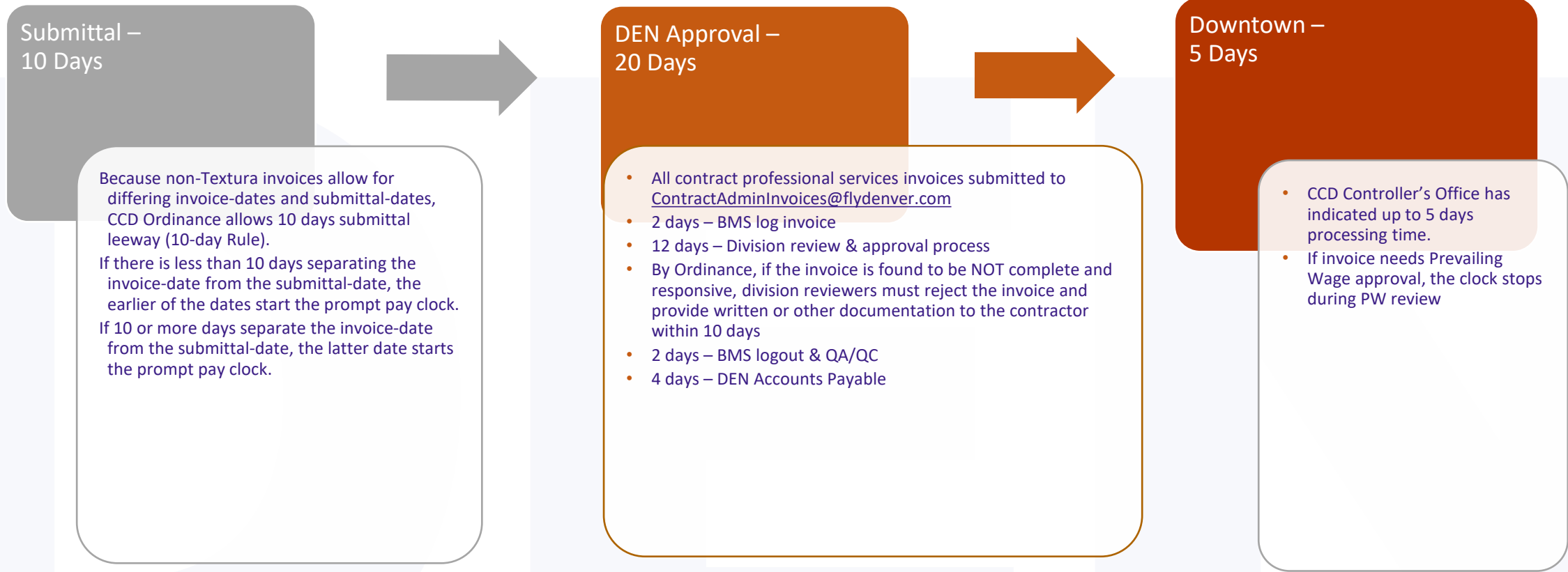
## PROCESS STEPS-ACCOUNTS PAYABLE

- Accounts Payable (A/P) will retrieve the invoices from the Daily Invoices to the A/P folder
- A/P will review and approve the invoice for accuracy
- A/P will create a Supplier Invoice (SI) from the receipt created by the PM/Division
- Once the information from the invoice has been entered into the ERP system, the invoice will then be sent downtown for review and payment processing



# PROMPT PAY TIMELINE

- DEN timeline for contract professional services invoices not submitted through Textura
- 35 calendar days total allowed under CCD Ordinance



# CRITICAL SUCCESS FACTORS



- Invoices are paid promptly and accurately in accordance with the Prompt Payment Ordinance of the City and County of Denver
- Invoices are only processed for services which have been completed to Project Managers satisfaction and received according to standard procedures
- Invoices can easily be tracked as to where they are in the payment processing cycle
- Invoices cannot be processed for service amounts greater than requested

# KEY PERFORMANCE INDICATORS



- All “complete and responsive invoices” are approved for payment within 25 days after the invoice is received
- Suppliers are notified of incomplete or unresponsive invoices within 10 days after receipt of the invoice and this notification is documented
- Receipt and recording of invoices are captured by date, vendor information, and payment amount
- All invoices are three-way matched for approval before being released for payment



# PAYMENT CYCLING

JULY 2023



# DIVISION OVERVIEW



**DSBO**

**DIVISION OF SMALL BUSINESS OPPORTUNITY**

## **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

# PILLARS OF DSBO



# CONTRACTOR PROMPT PAY



## MWBE Contractor Prompt Pay

### DRMC 28.72 Contract Prompt Payment

Each contractor on a city contract with certified MWBEs as subcontractors shall pay the respective subcontractors any invoiced and undisputed amounts for accepted and completed work within thirty-five (35) days of the contractor's receipt of the subcontractor's invoice. Payment to the subcontractor shall be timely made as required under this section regardless of whether the contractor has been paid for the same work or payment period. For the purposes of the section 28-72, any subcontractor, regardless of whether that subcontractor holds a city contract, may be required to make payments to MWBEs as set forth in this section.

**This section 28-72 shall apply only to city contracts in the amount of one million dollars (\$1,000,000.00) or more based on the original contract amount before amendments or changes.**

## DBE Contractor Prompt Pay

### USDOT 49 CFR Part 26.29 Contract Prompt Payment

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 35 days from the receipt of each payment the prime contractor receives from the City and County of Denver. The prime contractor agrees further to return retainage payments to each subcontractor within 35 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the City and County of Denver. This clause applies to both DBE and non-DBE subcontractors.

**This section applies to all federally funded contracts with a DBE goal. There is no dollar threshold.**

# CONTRACTOR PROMPT PAY



## MWBE and DBE Contractor Prompt Pay Compliance Process Requirements

### USDOT 49 CFR Part 26 and DRMC 28.72 Contract Prompt Payment

- Contractor is required to provide written notice to its subcontractor of either approval or rejection of the subcontractor's invoice within ten (10) days of receipt. If the invoice is rejected, the written notice to the subcontractor shall include the deficiencies or disputes regarding the invoice.
- Failure to comply with the payment requirements in this section may be grounds for withholding of payment by the city to the contractor, and may be grounds for breach of the city contract.
- The payment requirements under this section shall apply to MWBE and DBE subcontractors regardless of tier.



# CONTRACTOR PROMPT PAY



## Common Process Delays

- Invoice deadline submission requirements
- Incorrect pay application or invoice information
- Verbally directed work without written direction for rework, changes, etc. (unapproved work)
- Not including back-up documentation (daily reports, timekeeping, plans)
- Incomplete or incorrect Certified Payroll

## Best Practices

- Follow up on invoice approval
  - Understand when clock starts on prompt pay
  - Understand if there were any issues with invoice
- Ensure all agreements are in writing and agreed upon by both parties
- Document Control is critical if dispute arises
  - Record of time and work performed
  - Ensure proof of directed work
- Stick to the scope of work in your subcontract agreement
- Know who your DSBO Project Compliance Manager is and contact them early and often related to concerns

Business to  
Government (B2G)  
—  
Denver.mwdbe.com



The screenshot shows the Denver Small Business Certification and Contract Management System website. The header includes the Denver logo and navigation links for 'OUR MAIN SITE' and 'CONTACT SUPPORT'. The main heading is 'Small Business Certification and Contract Management System' with a 'Log In' button. Below the heading are four main sections: 'Vendor Certification' (with buttons for 'Search Vendor Directory' and 'Apply for Certification'), 'Prequalification' (with buttons for 'Prequalify' and 'Search Directory of Prequalified Construction Contractors'), 'Payment Alert & Investigation Desk' (with a 'Go to GetPAID Portal' button), and 'Events' (with an 'Events List' button). An 'About the System' section is also present at the bottom right.

**Vendor Certification**  
Search and/or join our database of certified vendors

[Search Vendor Directory](#)

[Apply for Certification](#)

**Prequalification**  
Search or join our database of prequalified construction contractors

[Prequalify](#)

[Search Directory of Prequalified Construction Contractors](#)

**Payment Alert & Investigation Desk**  
Report payment complaints/disputes to DSBO

[Go to GetPAID Portal](#)

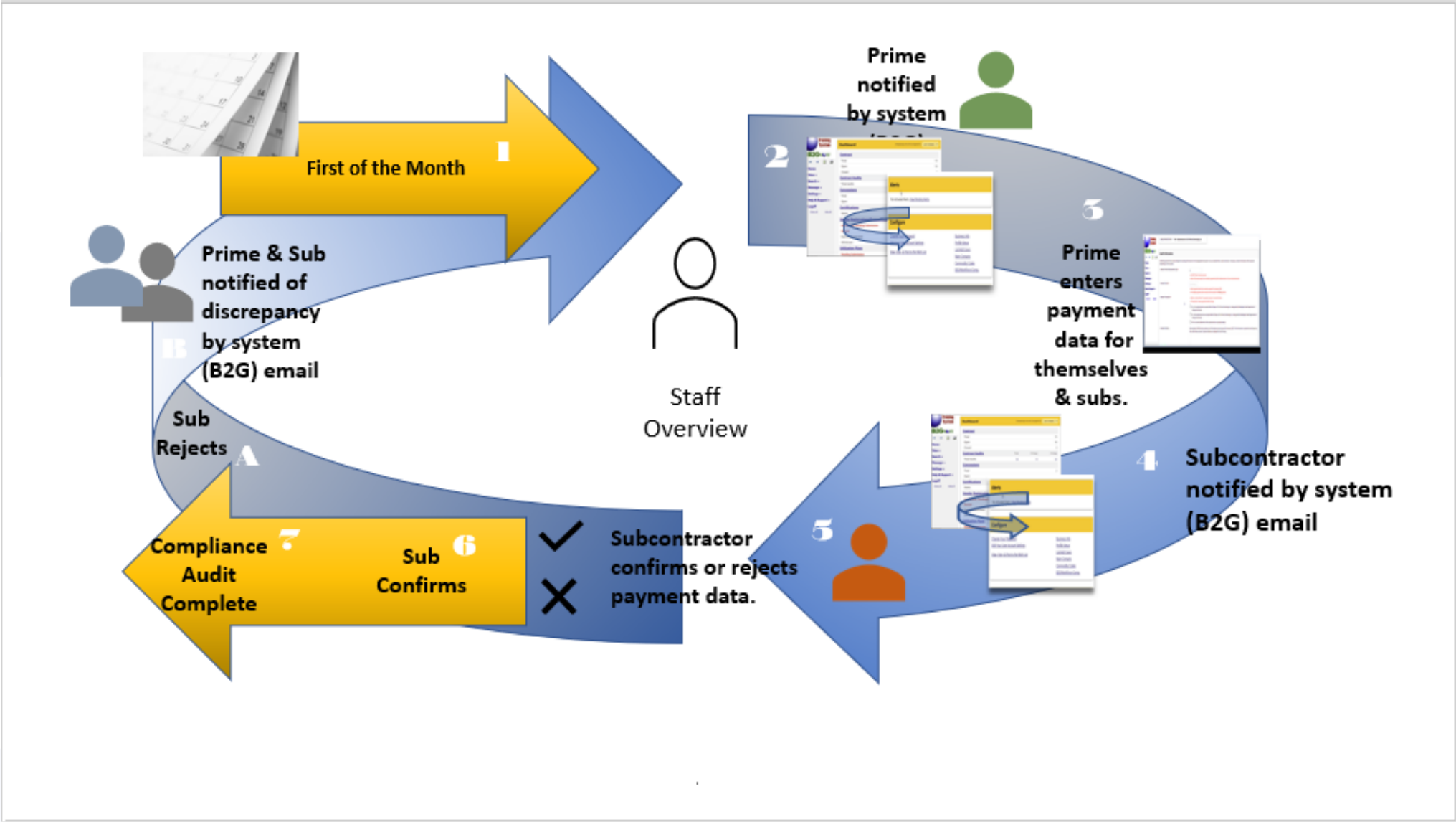
**Events**  
View our upcoming events

[Events List](#)

**About the System**  
Learn more about how this system works for your business, DEN and the City of Denver DSBO.

  **DENVER**

# SMALL BUSINESS & CONTRACT MANAGEMENT



# SMALL BUSINESS & CONTRACT MANAGEMENT



**Training System**  
**B2G NOW**

← → 📄 🖨️

**Home**

**View »**

**Search »**

**Message »**

**Settings »**

**Help & Support »**

**Logoff**

[Show All](#) [Hide All](#)

**Dashboard** Displaying records assigned to **your company** ▼

**Contract**

Total	3
Open	1
Closed	2

**Contract Audits**

	Total	< 90 days	> 90 days
Total Audits	3	2	1
<b>Incomplete Audits</b>	<b>1</b>	<b>1</b>	0

**Certification Applications**

	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	1

**Questionnaires**

<b>Incomplete, Pending Submission</b>	<b>1</b>
Withdrawn	1

**Utilization Plans**

	Total
<b>Pending Submission</b>	<b>1</b>
<b>Returned, Pending Resubmission</b>	<b>1</b>

**Certification Center**

⚠️ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, submit a request to add them to your account.

**Key Actions**

**1** Questionnaires pending [Take a Training Class](#)  
[Watch a Training Video](#)

**Alerts**

[View All Alerts](#) [Deactivate Displayed Alerts](#)

Contract SMUD333: ck to be sure all subs have been added 7/29/19  
[View](#)  
[Deactivate](#)

**Configure**

[Change Your Password](#) [Business Info](#)  
[Edit Your User Account Settings](#) [Profile Setup](#)  
[View, Vote, & Post to the Wish List](#) [List/Add Users](#)  
[Main Contacts](#)  
[Commodity Codes](#)  
[EEO/Workforce Comp.](#)

**System News**

📢 **Special Features for Vendors**

## Compliance Audit: Audit Notice for January 2022

Help & Tools 

- Contract Main
- View Contract
- Subcontractors
- Compliance Audit List
- Compliance Audit Summary
- Messages
- Comments
- Reports

Washington State Department of Enterprise Services  
**D333: Bridge Repair Contract**  
 Prime: **Cris Prime Contracting, Inc.**

Status: **Open**  
 12/1/2021 - 4/1/2023  
 Current Value: **\$2,000,000**

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Compliance Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

### Compliance Audit Information

COMPLIANCE AUDIT PERIOD **January 2022**  
 DATE & TIME POSTED **Local: 2/3/2022 8:53:31 AM CST**  
**System: 2/3/2022 8:53:31 AM CST**

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors and payments received from Washington State Department of Enterprise Services.

### Compliance Audit Actions

[Report 2 subcontractor payments](#)

due by 3/5/2022  
 audit lock on 5/4/2022

Category	Action Required	Response Due Date
Prime Contractor	<a href="#">Report payment received from Washington State Department of Enterprise Services</a>	due by 3/5/2022 audit lock on 5/4/2022



[Home](#)

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[Search >>](#)

[Message >>](#)

[Settings >>](#)

[Help & Support >>](#)

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[Show All](#)

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SUBCONTRACTOR TIER Tier 1 subcontractor to Cris Prime Contracting, Inc.

### Audit Information

Add/edit payment lines and providing the remaining information for the designated time period. You can attached files or add comments, if necessary. Certain information will be required depending on the situation.

AMOUNT PAID FOR JANUARY 2022 \*

\$

» Do NOT enter invoice amount.

» Enter full amount paid; do not deduct payments by this subcontractor to its own subcontractors

PAYMENT DATE \*

» Enter payment date if you made a payment for January 2022.

» If multiple payments were made, enter the date of the **first** payment.

PROMPT PAYMENT? \*

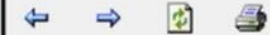
» Select a choice below if a payment amount is reported above.

» "Prompt Pay" means payment within 20 days.

- Yes - the subcontractor was paid within 20 days of Cris Prime Contracting, Inc. being paid by Washington State Department of Enterprise Services.
- No - the subcontractor was not paid within 20 days of Cris Prime Contracting, Inc. being paid by Washington State Department of Enterprise Services.
- N/A - we cannot determine if the subcontractor was paid promptly.

PAYMENT DETAIL

Enter details of PAID check numbers (or ACH references) and amounts for January 2022. This information is optional but will speed up the confirmation process. Payment details are displayed to Sub Flooring.



- Home
- View »
- Search »
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- Settings »
- Help & Support »
- Logoff

[Show All](#) [Hide All](#)

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Compliance Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

## Compliance Audit Information

COMPLIANCE AUDIT PERIOD **January 2022**  
DATE & TIME POSTED **Local: 2/3/2022 8:53:31 AM CST  
System: 2/3/2022 8:53:31 AM CST**

You are assigned to this contract in multiple capacities. Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a **subprime** your responsibility is to confirm payments made **to** you by the prime or higher level subcontractors and report payments made **by** you to lower subcontractor levels. As a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

## Compliance Audit Actions

SubPrime: [Report 1 subcontractor payment](#)

due by 3/5/2022  
audit lock on 5/4/2022

Category	Action Required	Response Due Date
Tier 1 Subcontractor to Cris Prime Contracting, Inc.	Sub: <a href="#">Confirm payment received</a>	due by 3/5/2022 audit lock on 5/4/2022

## Compliance Officer Information

CONTACT PERSON [DES Admin4](#)  
ORGANIZATION **Washington State Department of Enterprise Services**

## Buyer/Project Manager Information

CONTACT PERSON [Contract Administrator](#)  
DEPARTMENT **DES Default Department**

## Best Practices

- **Include prime contractor's representative that will be entering information as main point of contact, rather than President or VP**
- **Ensure subcontractor user's contact information is correct**
- **Within 10 days of award of subcontract with your prime, ensure contract number and title is visible**
- **Consistently review and report in B2G**
- **Ensure subcontractors at all tiers are aware of requirements respond to payment notification**
- **Verify payment amounts, payment date, invoice number, scope of work, etc are accurate and correct**
- **Include additional information and comments to mitigate any potential disputes.**
- **Ensure all contracts, change orders, amendments, task orders, works orders are imported into B2G**
- **Ensure all lower tier subcontractors and suppliers are entered and accounted into system**





## Compliance Audit Information

Amount Reported by the prime contractor for January 2022 as PAID to You

**\$30,000.00**

Payment Detail Provided by Prime:

Ck #

Inv #

Confirm Reported Amount? \*

[Show all options and fields](#)

- Correct** - the amount reported by the prime contractor as PAID to us is correct (\$30,000.00).
- Incorrect** - the amount reported by the prime contractor as PAID to us is not correct.
  - We received **no** payment in January 2022.
  - We were paid a **different** amount in January 2022 than reported (\$30,000.00).

Final Payment? \*

- No** - our work on this contract continues.
- Yes** - this is our last payment for this contract.
- N/A** - we have not begun work on this project or we have not been paid yet for our work.

Is Prime Withholding Retainage? \*

- No**
- Yes**

Home

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[Hide All](#)

# CONTRACTOR MANAGEMENT SYSTEM B2G



- Home
- View >>
- Search >>
- Message >>
- Settings >>
- Help & Support >>
- Logoff

[Show All](#) [Hide All](#)

A discrepancy has been reported for this audit for the listed time period. If the audit is pending a response, click the **Resolve Discrepancy** button to submit information.

Resolve Discrepancy

Audit Notice

## Response

DISCREPANCY RESOLVED? \*

- YES - the **\$30,000.00** originally reported by the prime is correct.
- YES - the **\$33,000.00** originally reported by the subcontractor is correct.
- NO - none of the amounts are correct.

PUBLIC COMMENTS

These comments are visible to the compliance officer and the prime contractor.

I

PRIVATE COMMENTS

These comments are visible ONLY to the compliance officer.

## Original Co

AMOUNT REPO

AMOUNT REPO

PAYMENT DATE (PRIME REPORTED)

1/24/2022

PAYMENT DATE (SUB REPORTED)

1/27/2022

RETAINAGE WITHHELD?

Yes

Loaded on as:

DENVER INTERNATIONAL AIRPORT



## GetPAID

### Payment Alert & Investigation Desk

With the passage by Denver City Council in May 2020 of a [revised Ordinance](#) authorizing the city's work to help maintain a level playing field for small and disadvantaged firms on public contracts, we have created a streamlined complaint portal that will help DSBO ensure that contractors get paid faster.

This new portal is called the Payment Alert & Investigation Desk (PAID), or GetPAID.

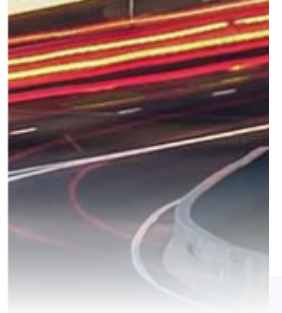
#### HOW GetPAID CAN HELP YOU

- Are you a subcontractor on a project that is larger than \$1M?
- Has it been more than 35 days since your invoice was submitted?
- Has the work in question been accepted by the prime and otherwise not in dispute?

*If you can answer yes to these three questions, the GetPAID program is right for you.*

*If you cannot answer yes to all three, but have a concern about a payment on a city project that you believe you are owed, please contact your Project Manager, your DSBO Compliance Coordinator, or [dsbo@denvergov.org](mailto:dsbo@denvergov.org).*

*If you cannot answer yes to all three, you may choose to use the GetPAID program, although your complaint may require additional time to investigate.*



## WHAT TO EXPECT

The link below will guide you through preparing and submitting your complaint. In addition to your name and contact information, you will need:

- The contract number (if you have it),
- The name of the prime contractor,
- The work order number of the specific task you performed, and
- Your invoice.

The GetPAID team will review your complaint. We may contact you for additional information; please respond with the requested information promptly.

You will be notified of the outcome of your GetPAID investigation and your payment status. Each case is unique, but our goal is to resolve GetPAID complaints as quickly as possible.

## LET'S GET STARTED

When you are ready to prepare your complaint, click below.

[SUBMIT COMPLAINT](#)

To save an incomplete file and return to it later, click [DRAFT].

When your complaint is complete, click [SUBMIT].



## Sign In/Sign Up Instructions

### For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

### For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

## Sign In

Email

Password



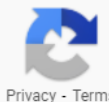
Log In

[Forgot your password?](#)

## Need an Account?

Sign Up

[https://webportalapp.com/sp/dsbo\\_disputes](https://webportalapp.com/sp/dsbo_disputes)



Privacy - Terms

- Thorough documentation:
  - Specific Names
  - Contract Description
  - Contractor Name
  - Invoice Amount
  - Dates
  - Etc.
- Upload all relevant documentation to streamline and expedite the process
- Use the system!
- Inform DSBO early and often if you have any payment issues or disputes pertaining to a project. The sooner we know the sooner we are able to step in and assist.

# DSBO ENGAGEMENT



## Weekly event e-blast

- Weekly email blast with upcoming events and opportunities
- To be added to the mailing list [click here](#)

## Trainings

- [Understanding Certification](#)
  - DSBO offers free monthly webinars for small businesses interested in learning about obtaining certification with the City and County of Denver. These sessions cover a number of topics including overview of the DSBO program, certification types and benefits, required documentation, the importance of NAICS codes, and how to streamline the process.
- [NAICS Code 101](#)
  - DSBO offers a quarterly interactive session to help you understand the North American Industry Classification System (NAICS) codes, why they are important for certification and your business, and how you can identify the best and most appropriate codes for your operations.
- [Workday Training](#)
  - COMING SOON...

## Strategic Development

- [DSBO Equity & Empowerment Council \(DEEC\) meeting](#)
  - The DSBO Equity & Empowerment Council (DEEC) is a group of community-based stakeholders who help DSBO maintain a first-hand, open dialogue with the small businesses and industry associations that it serves. DEEC provides the essential link between the city and its certified firm customers.
- [Bridging the Gap](#)
  - Engage with City agency leadership and their teams to learn about next quarter's spend for procurement opportunities.
- [Citywide Mentor Protégé Program](#)
  - City agencies sponsor matched pairs of seasoned contractors and small minority, women-owned businesses to provide educational opportunities and better compete for city contracts.
- [HCC Contractor Academy](#)
  - A partnership between Denver Economic Development & Opportunity and the Hispanic Contractors of Colorado to provide high-quality education to contractors in the Denver Metro area.
- [Leading Edge for Transportation & Construction](#)
  - Interactive business planning course designed specifically for highway design and construction contractors

# DSBO SMALL BUSINESS RESOURCES



- Business Utilization/Participation Goal inquiries: [goals@denvergov.org](mailto:goals@denvergov.org) and [goals@flydenver.com](mailto:goals@flydenver.com)
- Contract compliance, disputes and mitigation inquiries: [dsbo@denvergov.org](mailto:dsbo@denvergov.org) and [dsbo@flydenver.com](mailto:dsbo@flydenver.com)
- Questions on the ACDBE process or application: [DENCommerceHub@flydenver.com](mailto:DENCommerceHub@flydenver.com)
- Prompt Payment Inquiries: [Get PAID](#)
- DSBO Established Program Requirements (Goals and SBE Defined Pool): [Small Business Utilization Determination Report](#)
- Certification and Contract Management System: <https://denver.mwdbe.com>
- MWBE/SBE Certified Vendor Directory: <https://denver.mwdbe.com>
- ACDBE/DBE Certified Vendor Directory: <https://coucp.dbesystem.com/FrontEnd/SearchCertifiedDirectory.asp>
- Denver Revised Municipal Code: [https://library.municode.com/co/denver/codes/code\\_of\\_ordinances](https://library.municode.com/co/denver/codes/code_of_ordinances)
- Code of Federal Regulations (CFR): <https://www.ecfr.gov/current/title-49/subtitle-A/part-26>



# ADD'L SMALL BUSINESS RESOURCES



- Colorado Small Business Development Center (SBDC): <https://www.coloradosbdc.org/>
- Colorado Procurement Technical Assistance Center (PTAC): <https://www.coloradoptac.org/>
- The Commons on Champa: <https://thecommons.co/>
- Mi Casa Resource Center: <https://micasaresourcecenter.org/>
- USDOT West Central Small Business Transportation Resource Center: <https://www.westcentralsbtrc.com/>
- United for Business: <https://unitedwaydenver.org/community-programs/united-for-business/>
  
- Denver Revised Municipal Code: [https://library.municode.com/co/denver/codes/code\\_of\\_ordinances](https://library.municode.com/co/denver/codes/code_of_ordinances)
- Code of Federal Regulations (CFR): <https://www.ecfr.gov/current/title-49/subtitle-A/part-26>
- MWBE/SBE Certified Vendor Directory: <https://denver.mwdbe.com>
- ACDBE/DBE Certified Vendor Directory: <https://coucp.dbesystem.com/FrontEnd/SearchCertifiedDirectory.asp>
  
- Small Business Administration (SBA): <https://www.sba.gov/>
- The North American Industry Classification System (NAICS): <https://www.census.gov/eos/www/naics/>
- Colorado Department of Transportation (CDOT): <https://www.codot.gov/business>
- Regional Transportation District (RTD): [http://www.rtd-denver.com/Biz\\_DBESBE.shtml](http://www.rtd-denver.com/Biz_DBESBE.shtml)
- Denver International Airport (DEN): <https://business.flydenver.com/bizops/comHub-certification.asp>

**General Inquiries**

[dsbohelp@denvergov.org](mailto:dsbohelp@denvergov.org)

**Downtown Compliance**

[dsbo@denvergov.org](mailto:dsbo@denvergov.org)

**DEN Compliance**

[dsbo@flydenver.com](mailto:dsbo@flydenver.com)

**DSBO Certification**

[Certificationinfo@denvergov.org](mailto:Certificationinfo@denvergov.org)

**DSBO Forensics**

[DSBOForensicRequest@denvergov.org](mailto:DSBOForensicRequest@denvergov.org)

**DSBO Website**

[Denvergov.org/dsbo](http://Denvergov.org/dsbo)

**Questions?  
Thank You!**

Division of Small Business Opportunity

[DSBO@flydenver.com](mailto:DSBO@flydenver.com)

[www.denvergov.org/dsbo](http://www.denvergov.org/dsbo)



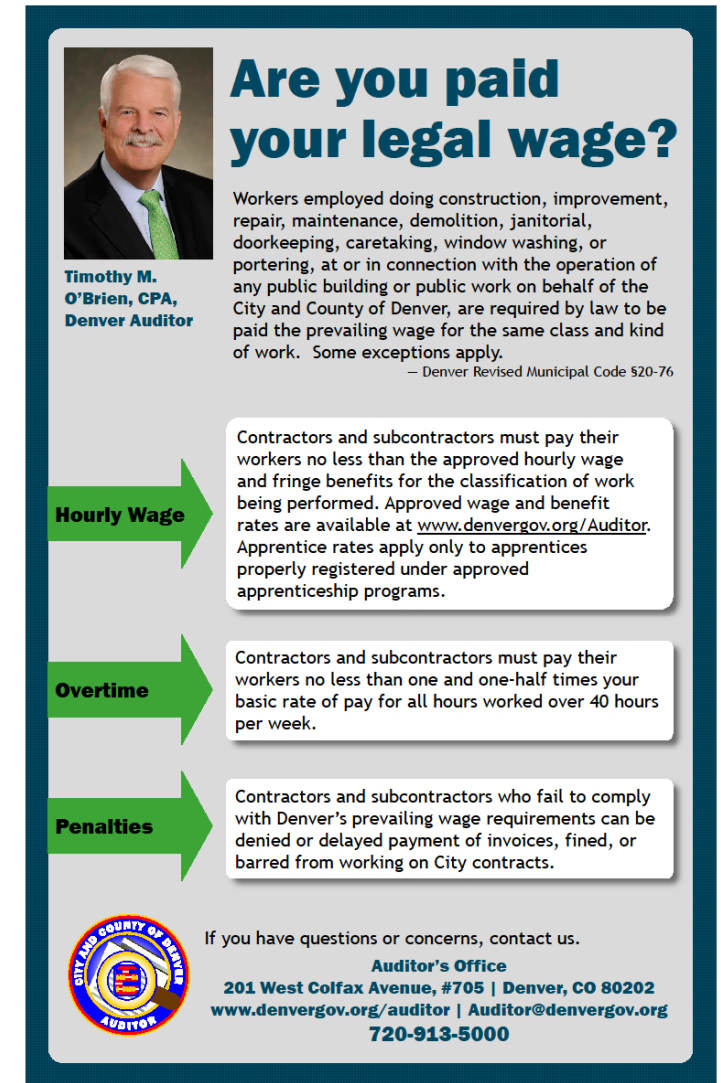
# DENVER LABOR – WAGE COMPLIANCE

JUNE 28, 2023

MAGGIE LUXON, LEAD LABOR COMPLIANCE ANALYST  
CITY AUDITOR'S OFFICE  
DENVER LABOR - DEN



- Denver Prevailing Wage Ordinance (D.R.M.C. Sections 20-76 and 20-77) applicable to employees performing construction, alteration, improvements, repairs, maintenance or demolition of any city-owned or leased building or city-owned land.
  - Prevailing wage also apply for Tenant Finish Projects (i.e., food and beverage concessionaires, car rental agencies, commercial airlines, etc.).




**Are you paid your legal wage?**

Workers employed doing construction, improvement, repair, maintenance, demolition, janitorial, doorkeeping, caretaking, window washing, or portering, at or in connection with the operation of any public building or public work on behalf of the City and County of Denver, are required by law to be paid the prevailing wage for the same class and kind of work. Some exceptions apply.  
— Denver Revised Municipal Code 520-76

**Hourly Wage**  
Contractors and subcontractors must pay their workers no less than the approved hourly wage and fringe benefits for the classification of work being performed. Approved wage and benefit rates are available at [www.denvergov.org/Auditor](http://www.denvergov.org/Auditor). Apprenticeship rates apply only to apprentices properly registered under approved apprenticeship programs.

**Overtime**  
Contractors and subcontractors must pay their workers no less than one and one-half times your basic rate of pay for all hours worked over 40 hours per week.

**Penalties**  
Contractors and subcontractors who fail to comply with Denver's prevailing wage requirements can be denied or delayed payment of invoices, fined, or barred from working on City contracts.

 If you have questions or concerns, contact us.  
**Auditor's Office**  
201 West Colfax Avenue, #705 | Denver, CO 80202  
[www.denvergov.org/auditor](http://www.denvergov.org/auditor) | [Auditor@denvergov.org](mailto:Auditor@denvergov.org)  
720-913-5000

# ORDINANCES



- Denver City-Wide Minimum Wage (D.R.M.C. Section 58-16) – performing work within the geographical boundaries of the City and County of Denver.
  - Increases January 1 of each year
  - Current Minimum Wage is \$17.29
  - The Career Service Board approved to adjust all Davis Bacon classifications under \$17.29 to comply with the city’s minimum wage.
    - Example: The Waterproofer classification has a base rate of \$12.71 and \$0.00 in fringe. If an employee is performing waterproofing on the City’s project, their base rate must be a minimum of \$17.29.

**Wage Theft is Illegal**  
**El robo de salarios es ilegal**

Denver Auditor's Office and Denver Labor | Oficina del Auditor de Denver y Denver Labor

**Minimum wage is \$17.29 per hour**  
**El salario mínimo es de \$17.29 por hora**

**Civil wage theft: Receive the pay you earned.**  
**Robo de salarios en el ámbito civil: reciba la paga que ganó con su trabajo**

Everybody deserves the wages they've earned. If you weren't paid the wages you are owed or you earned less than the wages required by the law, we can help. Civil wage theft is a crime.

Todas las personas merecen recibir el dinero que ganaron con su trabajo. Si no recibió la paga que le deben o si ganó menos del salario que exige la ley, podemos ayudarlo. El robo de salarios en el ámbito civil es un delito.

The Denver minimum wage and civil wage theft ordinances protect all who work in the City and County of Denver, regardless of immigration status. If you were not paid at least the minimum wage or you were not paid the wages you earned, contact us today.

Las ordenanzas de salario mínimo y de robo de salarios en el ámbito civil de Denver protegen a todas las personas que trabajan en la Ciudad y el Condado de Denver, independientemente de su estatus migratorio. Contáctenos hoy mismo si no le pagaron al menos el salario mínimo o si no recibió los sueldos que ganó con su trabajo.

Please visit [DenverGov.org/WageTheft](http://DenverGov.org/WageTheft) or call 720-913-WAGE (9243) to begin an investigation.

Visite [DenverGov.org/WageTheft](http://DenverGov.org/WageTheft) o llame al 720-913-WAGE (9243) para comenzar una investigación.

TIMOTHY M. O'BRIEN, CPA, DENVER AUDITOR

Call: 720-913-WAGE (9243)  
Email: [wagecomplaints@denvergov.org](mailto:wagecomplaints@denvergov.org)  
Web: [DenverGov.org/WageTheft](http://DenverGov.org/WageTheft)

# KEY ELEMENTS OF PREVAILING WAGE



## Proper Classification and Rates of Workers

- Employees are to be classified according to the work they perform, not by an employee's job title. Employees often perform work under more than one wage classification during a single pay period. Employers are required to pay their employees the appropriate wage for any work performed under all applicable wage classifications.
  - Daily timecards signed by the employee detailing the work performed are recommended.
- Prevailing wage rates are a minimum.

**Classification and Rates of Workers**

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# KEY ELEMENTS OF PREVAILING WAGE



## Wage Determinations

- Building – All work inside the footprint or foundation of the building
- Heavy – All work outside the footprint of the building that is not otherwise covered as highway construction (i.e., parking kiosks, parking garages)
- Highway – Roads, parking lots, taxiways, airport apron areas, and other thoroughfares
- OHR/CSA – Special classifications not addressed by the Department of Labor

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# KEY ELEMENTS OF PREVAILING WAGE

## Fringe Benefits

- Fringe benefits must be paid as part of prevailing wage.
- If you have a fringe benefit package offsetting the fringe portion listed in the rates, you must receive approval from Denver Labor before they can be applied. Only the portion paid by the contractor is allowed.
- Fringe approvals are only valid for 1 year. Fringes must be re-approved annually, and it is the contractor's responsibility to inform Denver Labor of any fringe updates and/or changes.
- The portion of fringe benefits not covered by a benefit package must be paid directly to the employee as cash in lieu of fringe.
- Fringe is owed on standard and overtime hours worked.
- Fringe benefits may include:
  - Health Insurance                      401k/Pensions                      Paid Time Off
  - Dental Insurance                      Life Insurance                      Holidays

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# KEY ELEMENTS OF PREVAILING WAGE

## What Triggers An Annual Fringe Approval?

- An Analyst rejects a payroll because the contractor is claiming fringes that have never been approved.
- An analyst rejects a payroll because a contractor's fringes have already expired (over 1 year old).
- A contractor requests a fringe approval on their own.

## What Triggers A Fringe Update?

- New employees
- Individual employees' fringes change
  - Coverage level change
- New benefits added
- Health insurance renewal
  - New rates

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# KEY ELEMENTS OF PREVAILING WAGE



## Overtime

- Overtime is enforced after forty hours per work week or twelve hours per workday, whichever calculation results in the greater payment of wages.
- Overtime is calculated at 1½ times the higher of the established hourly base rate or the prevailing wage rate, plus the full fringe.

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# KEY ELEMENTS OF PREVAILING WAGE

## Overtime Continued:

### EXAMPLE #1

**PREVAILING WAGE RATE:**

\$20 base wage  
\$10 fringe benefits

**PAYMENT FROM EMPLOYER:**

\$20 base wage  
\$10 fringe benefits

### EXAMPLE #2

**PREVAILING WAGE RATE:**

\$20 base wage  
\$10 fringe benefits

**PAYMENT FROM EMPLOYER:**

\$18 base wage  
\$12 fringe benefits

### OVERTIME CALCULATION

$\$20 \times 1.5 = \$30$  OT wages + \$12 fringes = \$42 total

THERE IS NO REDUCTION OF OT WAGES FOR OVERPAYMENT OF FRINGES.

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# KEY ELEMENTS OF PREVAILING WAGE

## Overtime Continued:

### EXAMPLE #3

#### PREVAILING WAGE RATE:

\$20 base wage  
\$10 fringe benefits

#### PAYMENT FROM EMPLOYER:

\$30 base wage  
\$0 fringe benefits

### OVERTIME CALCULATION

$$\$30 \times 1.5 = \$45 \text{ OT wages} = \$45 \text{ total}$$

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# KEY ELEMENTS OF PREVAILING WAGE

## Overtime Continued:

### EXAMPLE #4

#### PREVAILING WAGE RATE:

\$20 base wage  
\$10 fringe benefits

#### PAYMENT FROM EMPLOYER:

\$22 base wage  
\$4 cash in lieu and \$4 fringe benefits

### OVERTIME CALCULATION

$$\$22 \times 1.5 = \$33 \text{ OT wages} + \$3 \text{ cash in lieu} + \$4 \text{ fringes} = \$40 \text{ total}$$

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## Apprentices

- Apprentices must have a current certificate from USDOL Office of Apprenticeship Training.
- If a current Apprentice Certificate can't be produced, the employee must be paid the applicable journeyman wage rate.
- 1:1 → one apprentice to one journeyman for all hours worked. Any violation of this requirement will result in the employer being required to pay journeyman rates to all out-of-ratio apprentices.
  - If you pay an apprentice the journeyman rate to meet the 1:1 ratio requirement, you must continue to classify the employee as an apprentice on the certified payroll.
- Helpers or trainees are NOT allowed.

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## Salaried Personnel Performing Work

- Employers are required to report the wages and hours of salaried employees performing any hands-on, non-administrative work as part of his or her certified payroll reports.
- Salaried employees' hourly rates are calculated by dividing his or her annual gross salary by 2,080 hours.
  - If the salaried employees' hourly rate does not equal the prevailing wage for the applicable job classification, they must be paid an additional amount to make up the difference.
- If a salaried employee is performing hands-on work and works more than 40 hours on a city project, they must be properly compensated for any overtime worked.

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## Owner-Operator Requirements

- Owners of a company performing work (“Owner-Operators”) on a city project are exempt from paying themselves prevailing wages. However, owner-operators must submit his or her hours worked, and all hours worked by any of his or her employees in LCPtracker on a weekly basis.
- To establish ownership, a city contractor must provide (1) Affidavit Contractor Performed Work Personally and (2) documentation of sole proprietorship, corporation, partnership, or limited liability company; trade name registration; articles of incorporation; or IRS Form 1040 Schedule C; or vehicle registration and certificate of insurance (limited to trucking contractors).
  - These documents must be submitted as eDocuments in LCPtracker with a contractor’s first certified payroll.

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# KEY ELEMENTS OF PREVAILING WAGE



## Weekly Payment of Employees

- Employers are required to pay all prevailing wage employees working on city projects on a weekly basis for all hours worked.
  - Only janitorial and window-washing are exempt from this requirement – must be paid no less frequently than every 14 days.
- Cash payments are not allowed. If employers make cash payments, the employer will be required to repay his or her employees by check.

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# KEY ELEMENTS OF PREVAILING WAGE



## Changes in Wage Rates

- The rates that are bound in the contract remain in effect for 12 months from the anniversary date which is:
  - Contract: Bid Advertisement Date;
  - Purchase Order: Issue Date
- Should a project exceed a 12-month period, the wage rates effective on the anniversary date will be used the next 12 months. This cycle repeats itself until the project is complete.
  - Changes to subcontractor's prevailing wage rates are based on those contract dates applicable to the prime contractor.
- On projects where Federal and City funds comingle the wage rates are bound in the contract and are frozen for the duration of the project. There are no anniversary dates or wage increases.

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## On-Site Inspections

- On-site inspections will be conducted.
- Contractors need to inform their employees that the city project they are working on is a prevailing wage project and they may be interviewed.
- Wage Rates and the Prevailing Wage posted must be displayed in an easily accessible location on the projects job-site.

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## Submittal of Certified Payroll Records

- Certified payroll records must be submitted electronically using LCPtracker.
- When a contractor is awarded a city project, the Labor Compliance Analyst assigned to the project will perform the initial project setup in LCPtracker. The Prime or General Contractor is responsible for assuring all subcontractors performing work on the project are appropriately added on LCPtracker.
- If the city project you are working on requires task orders, it is the Prime or General Contractors responsibility to enter the work orders as they are awarded in LCP.

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# KEY ELEMENTS OF PREVAILING WAGE








## Training and Tutorials

- Denver Labor created tutorial videos to assist contractors with LCPtracker.

LCPtracker Tutorials

Denver Auditor - 1 / 5

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- ▶  Denver LCPtracker: Getting Started  
Denver Auditor  
2:49
- 2  Denver LCPtracker: Submitting First payroll  
Denver Auditor  
5:06
- 3  Denver LCPtracker: Fixing Payroll Error  
Denver Auditor  
3:21
- 4  Denver Prevailing Wage: Restitution Spreadsheets and Penalty Reports  
Denver Auditor  
3:13
- 5  Denver Prevailing Wage: Writing Restitution Checks  
Denver Auditor  
2:08

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# KEY ELEMENTS OF PREVAILING WAGE



## “Time-Savers”

- Calculate Fringes – if you entered the hourly rate of fringe benefits in the Employee Setup or Fringe Benefit Maintenance table, when entering your payrolls click “Calculate Fringes”. The calculated fringe amounts can be edited if required. This feature will take the hours posted in the hours worked section of the payroll record and multiply them by the fringe benefit rates setup under an employees Default Hourly Paid Fringes.
- Other Deduction Notes – if you have a recurring “Other” deduction for an employee, you may wish to edit the employee setup and add it there which will populate each time you create a payroll record for the employee.

▼ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Vac / Hol / Dues	Health & Welfare	Pension	All Other	Training
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

▼ Fringes / Contributions paid to others (not employee) **for This Project Only** (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training
<input type="text" value="78.280"/>	<input type="text" value="268.280"/>	<input type="text" value="427.120"/>	<input type="text" value="19.760"/>	<input type="text" value="44.080"/>
<a href="#">More...</a>		<a href="#">More...</a>		

Voluntary Contributions for all Projects

Pension	Medical
<input type="text" value="0.000"/>	<input type="text" value="0.000"/>

Vac/Hol/Dues Included in Gross Emp. Pay/Base Hourly Rate [More...](#)

Some or All Fringes Paid to Employee

Voluntary Contributions Included in Gross Emp. Pay

**Calculate Fringes**

# Issues to Avoid



- Using wrong or outdated prevailing wage rates.
- Employees are misclassified on certified payroll(s) for actual work performed.
  - Example: Classifying employees who are installing solar panels on a roof as Roofers vs. Electricians.
- “Total Hours All Projects Worked” reported on the certified payroll does not include both prevailing wage and non-prevailing wage hours worked.
- Incorrect prevailing wage rates are paid, leading to underpayment(s).
- When prevailing wage rates are less than normal rates of pay for an employee, the employee is paid below his/her normal rate of pay (i.e., pay is decreased to meet prevailing wage rates).
- Fringe benefits are being applied that have not been approved by Denver Labor or are outdated.
- Apprentices work out of the 1:1 apprentice to journeyman ratio requirement.
- Not providing supporting documentation for all Other deductions (i.e., Income Withholding Order, Authorization Agreements, etc.).

# Reason for Rejecting a Pay Application



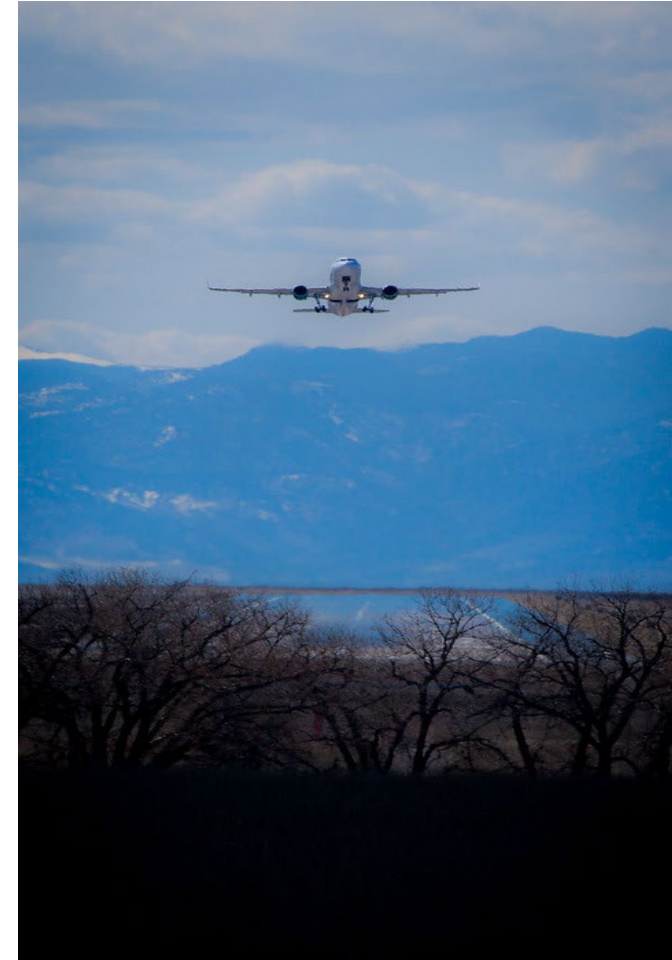
- Certified payroll(s) are not current for contractors.
- Certified payroll(s) have not been submitted by the prime or subcontractor for period work was performed.
- Rejection notices within LCPtracker have not been addressed.
- Certified payroll was selected as “Final” and additional invoices were submitted for the project.
- PreNTP form was provided to the Labor Compliance Analyst prior to work starting, preventing the Labor Compliance Analyst to set-up the project in LCPtracker (specific to Tenant Finish projects).
- Final invoice submitted though not all contractors submitted their “Final” certified payroll in LCPtracker.
- Employee restitution payment(s) have not been made or documentation was not provided to the assigned Labor Compliance Analyst.
- The Contractor’s/Consultant’s Certificate of Payment (CCP) form was not completed correctly (i.e., how much was self-performed by the Prime versus how much was subbed out).



## Contact Information

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Denver Auditor's Office  
Denver Labor  
[www.denverauditor.org](http://www.denverauditor.org)  
720-913-5000



# COMING UP NEXT WEEK



## Class 3 – Communications/Navigating Relationships

Location (online): Self-Directed learning via the LeadershipOnDemand® platform.

You will be watching Joseph Grenny's Crucial Conversations® for Leaders: Tools for Talking When Stakes Are High and completing a few exercises.

Keep an eye out for an email from \_\_\_ on June \_\_\_\_. She will email you instructions and credentials to access the LeadershipOnDemand® platform.

## Session 2: Payment Cycling

