

Julie Hurley Tryon
Rocky Mountain Signing Company, Inc.
10335 S. Progress Way
Parker, CO 80134

SUBJECT: Small Business Enterprise (SBE) Certification Approval

Dear Julie Hurley Tryon,
Congratulations, the City and County of Denver's Division of Small Business Opportunity (DSBO) is pleased to inform you that Rocky Mountain Signing Company, Inc. is certified as a **SBE**. This notification is pursuant to Division 1 and 3, Article III, V, VII of Chapter 28, the Denver Revised Municipal Code (D.R.M.C. or the Code). Rocky Mountain Signing Company, Inc. will be listed in the City and County of Denver's Certified Vendor Directory.

Your firm is certified with the following certification dates:

October 1, 2020 to October 31, 2023

Please be aware that your firm's MWBE certification is valid for three (3) years, but you are required to submit an Annual Update, which will include, but is not limited to an affidavit and business taxes to verify eligibility.

Your firm's certification annual update is due:

October 31, 2022

Your expiration date is October 31, 2023 and you will be required to submit a Renewal Application which includes your business taxes, individual taxes, personal financial statement, and complete another on-site review.

Listed below is each NAICS code for which Rocky Mountain Signing Company, Inc. is certified. Please verify your NAICS codes as this letter showing the following codes is required for bidding and proposing on City projects:

NAICS CODES:

NAICS 237310: SIGN ERECTION, HIGHWAY, ROAD, STREET, OR BRIDGE

NAICS 238990: SIGN (EXCEPT ON HIGHWAYS, STREETS, BRIDGES AND TUNNELS) ERECTION

NAICS 425120: WHOLESALE TRADE AGENTS AND BROKERS

NAICS 484220: DUMP TRUCKING (E.G., GRAVEL, SAND, TOP-SOIL)

NAICS 532412: CONSTRUCTION MACHINERY AND EQUIPMENT RENTAL OR LEASING WITHOUT OPERATOR NAICS 561990: FLAGGING (I.E., TRAFFIC CONTROL) SERVICES

This certification is intended to be used only for participation in City funded projects, and/or certain privately funded projects on City owned property for contracts with construction, reconstruction, remodeling, professional design and construction services.

Important Information: Keep Your Certification In Good Standing

During the certification period, if any changes occur in the firm's legal structure, ownership, management, control, or work performed, you must notify the division immediately. Additionally, your business enterprise is required to maintain an accurate mailing address, email address and telephone number information with DSBO. **Failure to report any of these changes may result in removal of your business enterprise from the Certified Vendor Directory, and possible revocation of certification of your business enterprise.**

It is your responsibility to keep your certification current; please mark your calendar no less than ninety (90) days prior to **October 31, 2022**. All accompanying documents must be uploaded to the Small Business Certification and Contract Management System (<https://denver.mwdbe.com/>). The certification process may take up to 90 days. You will be notified prior to the expiration date that eligibility must be re-evaluated. However, if you do not receive notification from this office, it is your responsibility to keep your certification current. **Failure to submit required documentation annually and triennially may result in your certification being revoked.**

Doing Business with the City and County of Denver

Rocky Mountain Signing Company, Inc. is eligible participate as a **Small Business Enterprise (SBE)** on City and County of Denver city (locally) funded projects and/or certain privately funded projects on city-owned property for contracts with a **Small Business Enterprise (SBE)** program requirement.

It is imperative that you verify each NAICS code for which your business is certified to ensure the NAICS codes you requested and are eligible for were included for your scope of services. It is your responsibility to manage your firm's NAICS codes to ensure you have applied for all applicable codes and they are up to date with your scope of services. This letter showing the following codes is required when bidding and proposing on City projects and will be evaluated for counting participation toward the specified small business contract requirement.

As mentioned, be sure to retain this letter as verification of Small Business Enterprise (SBE) certification for future bidding/proposing opportunities with the City. Now that your firm is certified, we encourage you to visit www.work4denver.com to view upcoming Construction/Professional Service contracting opportunities and check the Rocky Mountain E-Purchasing System (BidNet) for additional upcoming Construction, Goods & Services contracting opportunities. For additional information related to how your certification works with contracting opportunities with the city please visit <https://www.denvergov.org/Government/Departments/Economic-Development-Opportunity/Do-Business-With-Denver>.

Also, please be aware that some of the communication we send out comes from the Small Business Certification and Contract Management System, please add denver@mwdbe.com to your safe sender list. If you have any questions or need further assistance please contact Tammy Trujillo, Certification Supervisor, at (720) 913-1614 or email at tammy.trujillo@denvergov.org.

Sincerely,

Adrina Gibson
Director of the Division of Small Business Opportunity
Office of Economic Development | City and County of
Denver P: (720) 913-1701 | adrina.gibson@denveq.ov.org

cc: Jeanette Lopez Clanton, Certification Analyst, DSBO
Tammy Trujillo, Certification Supervisor, DSBO
Elly Bacon, Assistant Director, DSBO

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