Stagehand Services Contract

Executive Summary

Request: Denver Arts & Venues (DAV) is seeking approval of a contract with SMG (dba ASM Global) to provide stagehand services with associated management and payroll services at the theaters and arenas owned by the City and as needed by the clients and events at these facilities.

General Scope of Services:
The Contractor shall supply administrative and managerial services necessary for providing high quality, first-class stagehand staffing, supervision, consulting and payroll administration services for stagehands and personnel provided by the contractor working at Red Rocks Amphitheatre, the Denver Coliseum and the Arts Complex including the Ellie Caulkins Opera House, the Buell Theater, Boettcher Concert Hall and any additional or future location(s) operated by DAV requiring Stagehand services. The Contractor has substantial industry knowledge and experience as well as the ability to provide stagehand, administrative, human resources, and payroll support services. The contractor will provide these services as requested by Arts & Venues. In general stagehands perform work associated with the load in, execution and load out of theatrical and musical performances and might include truck loaders, pushers, riggers, carpenters, and audio and lighting technicians.

Financial terms:
This contract is a time and material contract where the contractor shall be reimbursed for the applicable stagehand payroll, associated costs, applicable taxes, plus a 3% profit markup to cover stagehand management and payroll services. Arts & Venues charges the tenants for the provision of these services for their events resulting in 90+% of these costs being recouped. The unrecouped costs cover maintenance of venue owned production equipment and infrastructure.

Term: 3 years (January 1, 2024 – December 31, 2026) with 2 additional, 1-year renewal options executed by amendment.

Initial Contract Amount: $30,000,000

DSBO Goal: The City has assigned a 1% MWBE goal on this solicitation. This goal was set because it is anticipated that approximately 86% - 90% of payments to the contractor will be stagehand costs such as wages/salaries, benefits, and applicable taxes. Consequently the 1% goal is understood to have an effective impact of approximately 10%.

Selection Process:
Denver Arts and Venues in conjunction with General Services Purchasing Division conducted an RFP (0603A-2023) for the solicitation of the stagehand management and payroll services. Three proposals were received (SMG, Complete Crewing and Stagecraft). The proposals were reviewed by a panel which selected SMG based on financial considerations, qualifications, management experience, and capacity to perform the required services.

*Note that in the best interest of the City, Arts & Venues and its clients, these services have been contracted since 2006. It outsources the management of a variable labor pool including associated taxes and insurance requirements.