



**ADDENDUM #1
Parks and Open Space
Parks and Open Space Agricultural Tenant Photos
IRFQ # 2008-18**

March 7, 2018

The attached addendum supersedes the original Information and Specifications regarding IRFQ # 2008-18 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Question submitted by written inquiry deadline of 2:00 p.m. Monday, March 5, 2018.

1. Question: Are you open to working with an out of state photographer?

ANSWER: Yes, we are open to working with an out of state photographer, but cannot reimburse for any travel expenses.

2. Question: Do you have an allowable budget for this project that you can share, or a target that you want to stay under?

ANSWER: Our maximum budget for 2018 is \$5,000.00 for this project.

3. Question: If we are submitting proposal electronically, how do you prefer the photos? Dropbox? Password Protected Gallery?

ANSWER: Any method is acceptable, as long as we receive a high resolution file of each photo.

4. Question: If the tenants ask to see/have access to their photos, will they be available prior to September 30th, 2018? Or would you prefer that all photos be kept confidential until that time and given solely to Boulder County Parks and Open Space to disperse as they see fit?

ANSWER: Boulder County prefers all photos stay confidential. Tenants can, however, request access to the photos from Boulder County.

5. Question: Would Boulder County prefer delivery in one lump on Sept. 30th for all photos taken, or received as they are taken?

ANSWER: We would prefer to receive photos as they are taken.

6. Question: In the Scope of Work section, it states “Boulder County Ag Resources Division will work as a liaison for contacting and setting up appointments with tenants for photo shoots.” I saw on the Bid Tab that photographer’s time includes “arranging meetings.” Can you expand upon scheduling between tenants, liaison and photographer as it is envisioned? Is it my responsibility to coordinate times with the tenants or will the liaison be coordinating between myself and the tenants?

ANSWER: All tenants are different and will require different levels of engagement by the county. There will likely be a mix of Boulder County acting as a meeting liaison and the photographer arranging meetings. Boulder County will let all the tenants know what to expect from the photographer. If they have questions or are hesitant, Boulder County staff can and will assist in arranging meetings and attending on-site photo sessions, if requested by the tenant. Boulder County will assist where ever it is necessary and when needed.

7. Question: Hours and Days of Work state Monday through Friday from sunrise to sunset. Are you asking the photographer to have a clear schedule during these times between April 1st and August 31st? Or will there be some flexibility as to when the sessions are scheduled?

ANSWER: A clear schedule is not required. The photographer has flexibility in getting the photos taken within the timeframe.

8. Question: The Bid requests two photos per tenant. May I include more photos per tenant? And if so, is there a maximum number?

ANSWER: Yes, more than two (2) photos can be included with a five (5) photo maximum.

SUBMITTAL INSTRUCTIONS:

Submittals are due in the Parks and Open Space office or the email box (preferred) listed above, on or before **2:00 p.m. on Monday, March 19, 2018.**

Your response can be submitted in the following ways. Please note that e-mail responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic submittals must be received in the e-mail box listed below. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email to: **Vanessa McCracken** at vmccracken@bouldercounty.org and **Melissa Weber** at mweber@bouldercounty.org identified as **TENANT PHOTOS** in the subject line.

-OR-

Deliver to: **One (1)** copy of your submittal must be submitted in a sealed envelope, clearly marked as **TENANT PHOTOS**, to the Parks and Open Space Department, 5201 St. Vrain Road, Longmont, CO 80503, Attn: **Vanessa McCracken**. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Sole responsibility rests with the Offeror to see that their IRFQ response is received on time at the stated location(s). **ANY RESPONSES RECEIVED AFTER DUE DATE AND TIME WILL BE RETURNED TO THE OFFEROR.**

The Parks and Open Space Department reserves the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the department, is in the best interest of the Board of County Commissioners and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

March 7, 2018

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for IRFQ # 2008-18; Parks and Open Space Agricultural Tenant Photos.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and e-mail it back to mweber@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-678-6354.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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