



**Boulder County Purchasing**  
**1325 Pearl Street**  
**Boulder, CO 80302**  
[purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

**INVITATION TO BID**  
**COVER PAGE**

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|                                     |   |
|-------------------------------------|---|
| BID Number:                         | <b>6873-18</b>  |
| BID Title:                          | <b>Traffic Signals Maintenance and Additional Work Services</b>   |
| BID Questions Due:                  | August 1, 2018  |
| Pre-Bid Meeting:                    | N/A   |
| Submittal Due Date:                 | August 10, 2018   |
| Email Address:                      | <a href="mailto:purchasing@bouldercounty.org">purchasing@bouldercounty.org</a>  |
| Documents included in this package: | Bid Instructions<br>Terms and Conditions<br>Specifications<br>Insurance and W-9 Requirements<br>Submittal Checklist<br>Signature Page |



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## **INSTRUCTIONS**

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### **1. Purpose/Background**

The Boulder County Transportation Department is seeking proposals from qualified vendors for Traffic Signal Maintenance and Additional Work Services. Specifications and a sample contract are attached. The awarded vendor will be required to enter into a Continuing Services Contract for the 2018-2019 contract year with the option, upon mutual agreement, to renew the contract for four additional one-year periods. Boulder County will be the sole contracting agency of these services. Please read this document in its entirety as it has been updated since the last issue.

### **2. Written Inquiries**

All inquiries regarding this BID will be submitted via email to the Boulder County Purchasing Office at [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) on or before 2:00 p.m. **August 1, 2018**. A response from the county to all inquiries will be posted and sent via email no later than **August 3, 2018**.

**Please do not contact any other county department or personnel with questions or for information regarding this solicitation.**

### **3. Submittal Instructions**

BIDs are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on August 10, 2018**. A bid opening will be conducted at 3:00 p.m. Mountain Time at county offices.

**Your response can be submitted in the following ways. Please note that email 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 email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. 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**     [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **BID # 6873-18** in the subject line.

-OR-

**US Mail**    One (1) unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **BID #6873-18**, to the Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.

All BIDs must be received and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the bidder to see that their BID response is received on time at the stated location(s). Any BIDs received after due date and time will be returned to the bidder.

The Board of County Commissioners 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 Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

**Americans with Disabilities Act (ADA):** If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.



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## **TERMS AND CONDITIONS**

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1. Bidders are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
  2. Each bidder will furnish the information required in the Invitation to Bid.
  3. The Contract/Purchase Order will be awarded to that responsible bidder whose submittal, conforming to the Invitation to Bid, will be most advantageous to the County of Boulder, based on best value not only price.
  4. The County of Boulder reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
  5. No submittal will be withdrawn for a period of thirty (30) days subsequent to the opening of bids without the consent of the County Purchasing Agent or delegated representative.
  6. A signed purchase order or contract furnished to the successful bidder results in a binding contract without further action by either party.
  7. Late or unsigned bids will not be accepted or considered. It is the responsibility of bidders to ensure that the bid arrives at the Administrative Services Information Desk prior to the time indicated in the "Invitation to Bid."
  8. The proposed price will be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
  9. Any interpretation, correction or change of the bid documents will be made by Addendum. Interpretations, corrections and changes of the bid documents made in any other manner will not be binding, and bidder will not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral clarification.
  10. Confidential/Proprietary Information: Bids submitted in response to this "Invitation to Bid" and

any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the bid and any resulting contract will be clearly stated in the bid itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the bid. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a bid, in its entirety, nor bid price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

11. Boulder County promotes the purchase/leasing of energy efficient, materials efficient and reduced toxic level products where availability, quality and budget constraints allow. Bidders are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Bidders are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product, but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage will be applied to the bid of that bidder. Bidders may obtain additional information from the Department of Personnel's website: <http://www.colorado.gov/dpa/>.



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## **SPECIFICATIONS**

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### **EXHIBIT "A"**

#### **A. BOULDER COUNTY TRAFFIC SIGNALS**

1. Intersection of South Boulder Road and N. 76th Street
2. Intersection of Niwot Road and entrance to Niwot High School
3. Intersection of N. 75th Street and Valmont Road
4. Intersection of Niwot Road and Walker Avenue
5. Intersection of Cherryvale Road and South Boulder Road
6. Intersection of N. 63rd Street and Jay Road
7. Intersection of Spine Road and Jay Road
8. Intersection of N. 47<sup>th</sup> Street and Jay Road
9. Intersection of N. 76th Street and Baseline Road
10. Intersection of N. 75<sup>th</sup> Street and Baseline Road
11. Intersection of N. 63rd Street and Twin Lakes Road
12. Intersection of N. 95th Street and Lookout Road
13. Intersection of N. 95<sup>th</sup> Street and Niwot Road

14. Intersection of N. 75<sup>th</sup> Street & Jay Road
15. Intersection of N. 61st Street and Valmont Road
16. Intersection of Butte Mill Road and Valmont Road
17. Baseline Road at Platte Middle School
18. N. 75<sup>th</sup> St. at Hygiene Elementary School

**B. BOULDER COUNTY SCHOOL ZONE SIGNALS**

1. N. 75th Street at Douglass Elementary School
2. N. 75th Street at Hygiene Elementary School
3. Niwot Road at Walker Avenue for Niwot Elementary School
4. County Road 130 at Nederland High School
5. Baseline Road at Platt Middle School

**C. BOULDER COUNTY PEDESTRIAN SIGNALS**

1. N. 75<sup>th</sup> Street at South Heatherwood Drive
2. N. 75<sup>th</sup> Street at North Heatherwood Drive

## **EXHIBIT "B"**

### **REQUIREMENTS AND PROCEDURES**

#### **A. EMERGENCY RESPONSE**

1. Upon notification by Boulder County, the Contractor will respond appropriate personnel and equipment to the reported location. Response time shall be within **two** hours after notification for a traffic signal, and within **twelve** hours after notification for a school zone signal or pedestrian signal.

2. The Contractor will diagnose and make repairs to return the signal to normal operation. If the Contractor is unable to repair the signal, the Contractor shall contact the Boulder County Road Supervisor. If the Contractor is not able to contact the Road Supervisor, the Contractor shall submit a letter to the Boulder County Traffic Engineer detailing the problem, with an estimate of the time required to complete the work and any actions taken in the interim period until the work is completed.

In addition to diagnosis and repair of the reported malfunction, the Contractor will review the entire operation of the signal, and repair any other items requiring immediate attention. Repair items not requiring immediate attention will be listed on a Trouble Call Report and addressed at the next quarterly maintenance procedure.

3. The Contractor will file a written report of steps taken to correct the reported malfunction or problem. This report will include charges for all labor, materials and equipment in invoice form for processing and payment by Boulder County.

4. Contractor's work areas shall conform to Part VI, Work Zone Traffic Control Standards, found in the Manual on Uniform Traffic Control Devices (MUTCD).

#### **B. QUARTERLY MAINTENANCE PROCEDURES**

Quarterly maintenance procedures will be performed on Traffic Signals only, and will include the following service items.

1. Set up required traffic control to conform to the Manual on Uniform Traffic Control Devices.
2. Request Boulder County Sheriff to direct traffic as required by conditions.
3. Control cabinet maintenance activities:
  - a. Check timing of controller as per approved timing plan in cabinet.
  - b. Check controller operation.
  - c. Clean all fixed components and vacuum interior.



- d. Check all phase relays visually and replace any with burned contacts.
  - e. Check current and voltage for abnormal readings and record findings.
  - f. Check function and settings of other cabinet components. List modifications.
  - g. Record recommendations for repairs needed as part of annual signal maintenance procedures.
4. Field Activities:
- a. Check and adjust the alignment and operation of all signal and pedestrian heads and indications.
  - b. Check and adjust the operation of each pedestrian push button and signal response. Inspect the condition of the push button sign.
  - c. Check the condition and function of each loop detector. Reseal detector if needed and check for proper call placement.
  - d. Check pull boxes, poles and mast arms for problems. Complete any minor repairs.
  - e. Record recommendations for repairs needed as part of annual signal maintenance procedures.
5. Submit a written report showing completion of the activities listed above and labor, equipment and materials used in performing the work.

**C. ANNUAL TRAFFIC SIGNAL MAINTENANCE PROCEDURES**

Annual maintenance procedures will be performed on traffic signals, school zone signals and pedestrian signals. The annual service procedure will include the following service items.

1. Prior to scheduling the annual maintenance procedure, the Boulder County Traffic Engineer will review the quarterly service reports and conduct a field investigation to prepare the list of material and equipment replacement/changes to be completed as part of the annual service procedure. The Traffic Engineer will also prepare a list of specific repairs and restorations which will be included as part of the annual service procedure. The lists will be transmitted to the Contractor for review and preparation of a cost estimate. The Traffic Engineer will review the cost estimate and direct the completion of selected repairs.
2. Work area traffic control will conform to the Manual on Uniform Traffic Control Devices (MUTCD).
3. Request Boulder County Sheriff to direct traffic as required by conditions.
4. Control cabinet maintenance activities:
  - a. Check timing of controller as per approved timing plan in cabinet.

- b. Check controller operation.
  - c. Clean all fixed components and vacuum interior.
  - d. Check all phase relays visually and replace any with burned contacts.
  - e. Check current voltage for abnormal readings and record findings.
  - f. Perform an operational check of the conflict monitor.
  - g. Check and tighten terminals, connections and other mounted hardware.
  - h. Inspect and lubricate locks, cabinet fan and other moving parts.
  - i. Check the function and settings of other cabinet components.
  - j. Remove any graffiti and touch up cabinet paint.
  - k. Re-caulk cabinet and replace door seal if needed.
  - l. Check the function and performance of the loop detector amplifiers.
5. Field activities:
- a. Check and adjust alignment and operation of all signal and pedestrian heads and indications.
  - b. Check and adjust the operation of each pedestrian push button and signal response. Clean inside of switch. Inspect the condition of the pedestrian push button sign.
  - c. Check the condition of each loop detector. Reseal detector if needed and check for proper call placement.
  - d. Check pull boxes to ensure that cover is in place and secure. Make sure the pull box is weather resistant and make any necessary improvements.
  - e. Check pull boxes, wire connections and splices to ensure weather-proof connection. Check and ensure each wire group is properly tagged.
  - f. Check all plies and mast arms. Complete any minor repairs.
  - g. Replace all signal indication lamps and clean or replace signal lenses and reflectors. Replace any worn or failing gaskets.
  - h. Clean signal head housing and apply touch up paint as required.
6. Miscellaneous items:
- a. Record recommendations for improvements based on the detailed signal investigation performed.
  - b. Perform other inspections or tests deemed appropriate by the Contractor.
  - c. List any technical comments regarding the operation of the signal.
7. Submit a written report showing completion of the above listed activities and cost of labor, equipment and materials used in performing the work.

**D. EXTRA WORK**

1. All signal work shall comply with Boulder County Traffic Signal Specifications and Standard Details as provided by Boulder County.
2. Extra work may include, but is not limited to, the following types of work or conditions:
  - a. Additions and/or modifications to the traffic control equipment.
  - b. Changes in signal timing as required by the Traffic Engineer.
  - c. Repair of any damage to the traffic control equipment not caused by an act or omission of the Contractor or the Contractor's agent or employees.
  - d. Vehicle detector installation.

3. New installations:

For any new installations, the Contractor may submit a proposal for acceptance or rejection by the Traffic Engineer. The proposal shall include estimated time, equipment, stock materials and purchase materials. If the proposal is not accepted by the Traffic Engineer, the new installation may be bid by the County and awarded to a bidder other than the Contractor. If the proposal is accepted by the Traffic Engineer, the installation may be done by the Contractor as Extra Work for a price not to exceed that set forth in the proposal. Changes by the Traffic Engineer made after the proposal has been submitted will be considered as changes to the proposal.

4. Materials

Boulder County may provide, at its option, any or all necessary parts and materials for any work done by the Contractor.



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## **INSURANCE AND W-9 REQUIREMENTS**

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### **INSURANCE REQUIREMENTS**

|   |  |
|---|--|
| <b>General Liability</b>                              | \$1,000,000 Each Occurrence<br>\$2,000,000 General Aggregate<br>\$2,000,000 Products Completed Operations Aggregate<br>3 years Products/Completed Operations |
| <b>Excess or Umbrella</b>                             | \$1,000,000  |
| <b>Automobile Liability</b>                           | \$1,000,000 Each Accident<br>*Including Hired & Non-Owned Auto   |
| <b>Worker's Compensation and Employer's Liability</b> | Statutory limits   |
| <b>Professional Liability or Errors and Omissions</b> | \$1,000,000 Per Loss<br>\$1,000,000 Aggregate<br>Coverage maintained or extended discovery period for 2 years  |

Note that the above insurance amounts are the minimum required for this project. **Proof of current insurance must be provided with your proposal in the form of a sample certificate or your proposal will be deemed non-responsive.** If you require a waiver of insurance requirements (e.g. Workers' Compensation and sole proprietorships) you may request one in your response with an explanation.

New certificates will be requested if the contract process takes more than 30 days after an award.

**W-9 REQUIREMENT**

Provide a copy of your business's W-9 with your proposal.



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## **SUBMITTAL SECTION**

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The bidder's attention is especially called to the items listed below, which must be submitted in full as part of the BID. Failure to submit any of the documents listed below as a part of your BID, or failure to acknowledge any addendum in writing with your BID, or submitting a bid on any condition, limitation or provision not officially invited in this Invitation to Bid (BID) may be cause for rejection of the BID.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR BID PACKAGE:** Bidder will check each box indicating compliance:

| <b>INCLUDED</b> | <b>ITEM</b>   |
|-----------------|---|
|                 | Name and Address of the Partners and Subcontractors if applicable   |
|                 | A detailed project schedule with an all-inclusive total cost  |
|                 | Information on the relevant experience of key personnel   |
|                 | Submit a copy of any contract you would require to be executed in this process  |
|                 | Submit three references for similar projects your company has completed within the last three years and contact information |
|                 | Insurance Certificate   |
|                 | W-9   |
|                 | Signature Page  |
|                 | Addendum Acknowledgement(s) (If Applicable)   |

**EXHIBIT "C"**

**TRAFFIC SERVICES FEE SCHEDULE**

**1. MONTHLY RETAINER FOR EMERGENCY RESPONSE**

| A. | Traffic Signals  | Price    |
|----|--|----------|
|    | 1. Intersection of South Boulder Road and N. 76th Street         | \$ _____ |
|    | 2. Intersection of Niwot Road and entrance to Niwot High School  | \$ _____ |
|    | 3. Intersection of N. 75th Street and Valmont Road               | \$ _____ |
|    | 4. Intersection of Niwot Road and Walker Avenue                  | \$ _____ |
|    | 5. Intersection of Cherryvale Road and South Boulder Road        | \$ _____ |
|    | 6. Intersection of 63 <sup>rd</sup> Street and Jay Road          | \$ _____ |
|    | 7. Intersection of Spine Road and Jay Road                       | \$ _____ |
|    | 8. Intersection of N. 47 <sup>th</sup> Street and Jay Road       | \$ _____ |
|    | 9. Intersection of N. 76th Street and Baseline Road              | \$ _____ |
|    | 10. Intersection of N. 75 <sup>th</sup> Street and Baseline Road | \$ _____ |
|    | 11. Intersection of N. 63rd Street and Twin Lakes Road           | \$ _____ |
|    | 12. Intersection of N. 95th Street and Lookout Road              | \$ _____ |
|    | 13. Intersection of N. 95 <sup>th</sup> Street and Niwot Road    | \$ _____ |
|    | 14. Intersection of N. 75 <sup>th</sup> Street and Jay Road      | \$ _____ |
|    | 15. Intersection of 61 <sup>st</sup> Street & Valmont Road       | \$ _____ |
|    | 16. Intersection of Butte Mill Road & Valmont Road               | \$ _____ |

|    |  |         |
|----|--|---------|
| B. | School Zone Signals  | Price   |
|    | 1. N. 75th Street at Douglass Elementary School                    | \$_____ |
|    | 2. N. 75th Street at Hygiene Elementary School                     | \$_____ |
|    | 3. Niwot Road at Walker Avenue                                     | \$_____ |
|    | 4. County Road 130 at Nederland High School                        | \$_____ |
|    | 5. Baseline Road at Platt Middle School                            | \$_____ |
|    | 6. N 75 <sup>th</sup> at N. Heatherwood for Heatherwood Elementary | \$_____ |
|    | 7. N 75 <sup>th</sup> at S. Heatherwood for Heatherwood Elementary | \$_____ |
| C. | Pedestrian Signals   | Price   |
|    | 1. N. 75th Street at Hygiene Elementary School                     | \$_____ |

**2. QUARTERLY MAINTENANCE PROCEDURES**

|    |   |         |
|----|---|---------|
| A. | Traffic Signals   | Price   |
|    | 1. Intersection of South Boulder Road and N. 76th Street        | \$_____ |
|    | 2. Intersection of Niwot Road and entrance to Niwot High School | \$_____ |
|    | 3. Intersection of N. 75th Street and Valmont Road              | \$_____ |
|    | 4. Intersection of Niwot Road and Walker Avenue                 | \$_____ |
|    | 5. Intersection of Cherryvale Road and South Boulder Road       | \$_____ |
|    | 6. Intersection of 63 <sup>rd</sup> Street and Jay Road         | \$_____ |
|    | 7. Intersection of Spine Road and Jay Road                      | \$_____ |
|    | 8. Intersection of N. 47 <sup>th</sup> Street and Jay Road      | \$_____ |
|    | 9. Intersection of N. 76th Street and Baseline Road             | \$_____ |



- 10. Intersection of N. 75<sup>th</sup> Street and Baseline Road \$\_\_\_\_\_
- 11. Intersection of N. 63rd Street and Twin Lakes Road \$\_\_\_\_\_
- 12. Intersection of N. 95th Street and Lookout Road \$\_\_\_\_\_
- 13. Intersection of N. 95<sup>th</sup> Street and Niwot Road \$\_\_\_\_\_
- 14. Intersection of N. 75<sup>th</sup> Street and Jay Road \$\_\_\_\_\_
- 15. Intersection of N. 61<sup>st</sup> Street and Valmont Road \$\_\_\_\_\_
- 16. Intersection of Butte Mill Road and Valmont Road \$\_\_\_\_\_

- B. Pedestrian Signals Price

  - 1. N. 75th Street at Hygiene Elementary School \$\_\_\_\_\_

**3. ANNUAL MAINTENANCE PROCEDURES**

The cost of these services will be included in the cost of services under Part 1, Item A of this exhibit. Additional charges for replacement of worn out equipment and additional work will be negotiated prior to the annual maintenance procedures and paid to the Contractor under a separate purchase order for these services.

**4. AUTHORIZED EXTRA WORK HOURLY CHARGES AND COSTS**

- A. Vehicle Equipment Charges Price

  - 1. Bucket Truck \$\_\_\_\_\_
  - 2. Boom Truck \$\_\_\_\_\_
  - 3. Dump Truck \$\_\_\_\_\_
  - 4. Trencher \$\_\_\_\_\_
  - 5. Compressor \$\_\_\_\_\_
  - 6. Saw \$\_\_\_\_\_
  - 7. Pickup Truck \$\_\_\_\_\_
  - 8. Maintenance Van \$\_\_\_\_\_

- 9. Loader/Backhoe \$\_\_\_\_\_
- 10. Hi-Cube Van \$\_\_\_\_\_
- 11. Mole \$\_\_\_\_\_
- 12. Other: \_\_\_\_\_ \$\_\_\_\_\_

**B. Personnel Charges**

- 1. Superintendent \$\_\_\_\_\_
- 2. Supervisor \$\_\_\_\_\_
- 3. Foreman \$\_\_\_\_\_
- 4. Technician II \$\_\_\_\_\_
- 5. Technician I \$\_\_\_\_\_
- 6. Equipment Operator \$\_\_\_\_\_
- 7. Laborer \$\_\_\_\_\_
- 8. Clerk/Secretary \$\_\_\_\_\_
- 9. Other: \_\_\_\_\_ \$\_\_\_\_\_

**5. ANNUAL ADJUSTMENT OF FEE SCHEDULE**

The Traffic Signal Services Fee Schedule may be adjusted at the end of each calendar year to allow for the adjustment of unit costs in providing the services required under this contract. The Traffic Signal Services Fee Schedule will include all cost factors, including but not limited to direct wages, overhead and profit. The county reserves the right to approve, reject or negotiate the revised Traffic Services Fee Schedule. Failure to reach an agreement on the revised Fee Schedule will result in the termination of the contract in accordance with the provisions of the contract for termination.



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**SIGNATURE PAGE**

| Contact Information   | Response |
|---|----------|
| Company Name including DBA  |          |
| List Type of Organization (Corporation, Partnership, etc.)                          |          |
| Name, Title, and Email Address of Person Authorized to Contract with Boulder County |          |
| Company Address   |          |
| Company Phone Number  |          |
| Company Website   |          |

**By signing below I certify that:**

- I am authorized to bid on my company's behalf.
- I am not currently an employee of Boulder County.
- None of my employees or agents is currently an employee of Boulder County.
- I am not related to any Boulder County employee or Elected Official.
- (Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

\_\_\_\_\_  
**Signature of Person Authorized to Bid on  
 Company's Behalf**

\_\_\_\_\_  
**Date**

Note: If you cannot certify the above statements, please explain in a statement of explanation.