



**ADDENDUM #1**  
**Boulder County Parks and Open Space**  
**Boulder County Editing and/or Proofreading Services**  
**SOQ # 7055-19**

August 14, 2019

The attached addendum supersedes the original Information and Specifications regarding SOQ # 7055-19 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: Does the BCPOC desire three work samples in their entirety (which tend to be larger in page length), or would excerpts be acceptable?

**ANSWER:** Excerpts are acceptable.

2. Question: For edited versions of work samples, does the BCPOC desire final (i.e., clean) versions, or versions that show edits in Track Changes?

**ANSWER:** Track Changes would be great if possible, if not, before/after examples are acceptable.

3. Question: There appears to be missing text in the "Specifications" section on page 7 of the SOQ. Could the BCPOC supply the complete section?

**ANSWER:** Thank you for pointing that out. The full paragraph was supposed to read: Boulder County is seeking qualified editors and/or proofreaders experienced in editing marketing materials, annual reports, and management plans in compliance with AP Stylebook rules in order to implement a standard of accurate and consistent writing quality and style for all of Boulder County Parks & Open Space (BCPOS) materials. This service will be for new documents, as well as reviewing older materials. Work will be done remotely, and communications and work product delivery will take place electronically using email and/or file sharing sites.

4. Question: Is the County willing to negotiate the indemnity language (page 3, #9) in its terms and conditions?

**ANSWER:** The County considers revisions to its standard terms and conditions on a case-by-case basis.

5. Question: Is all documentation subject to editing and/or proofreading services in English? Do you anticipate needing foreign language editing and/or proofreading services?

**ANSWER:** The ability to proofread in Spanish would be a bonus, but not necessary for this contract.

6. Question: Can you please specify the expected length of the three (3) samples of current work?

**ANSWER:** Any length is acceptable; the key is to show your work and style.

7. Question: Could you share your budget spent last year on editing and proofreading?

**ANSWER:** \$0.00. To date we have completed these tasks with in-house staff.

8. Question: Could you share the volume of words edited and proofread during the last year?

**ANSWER:** This information has never been tabulated as this type of work has been done only with in-house staff.

9. Question: RE: SPECIFICATION (starts at top of page 7 in the SOQ PDF posted on the website): SPECIFICATION content begins with a sentence fragment, eg: "reviewing older materials. Work will be done remotely...." This would appear to indicate that some information is missing. Would it be possible to have this corrected, and an updated/corrected PDF of this SOQ emailed to me (preferred), or a corrected PDF posted on the BCPO website, with an email to me to advise when that corrected PDF is available?

**ANSWER:** Please refer to the answer for question # 3.

10. Question: It seems the questions assume the applicant is a company, not a person (it asks for the name of my company/organization and insurance info, for example). Do I just ignore those questions or mark as N/A?

**ANSWER:** Your own name as a company name is fine. Insurance coverage as listed and W-9 are required.

11. Question: Do I need to complete the checklist shown on page 9 of the SOQ?

**ANSWER:** Yes.

**Submittal Instructions:**

Submittals are due at the Administrative Services Information Desk or the email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on August 19, 2019.**

**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 **SOQ # 7055-19** 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 **SOQ # 7055-19**, to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.****

All proposals must be received, and time and date recorded at the Administrative Services Information Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their proposal is received on time at the stated location(s). Any proposal received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all proposals, 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.



**RECEIPT OF LETTER  
ACKNOWLEDGMENT**

August 14, 2019

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for SOQ #7055-19, Boulder County Editing and/or Proofreading Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

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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