



ADDENDUM #1
Office of Sustainability, Climate Action and Resilience
Transitioning Food and Beverage Manufacturers to Pollution Reduce Packaging
RFP # 7177-20

October 23, 2020

The attached addendum supersedes the original Information and Specifications regarding RFP # 7177-20 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: We are writing to seek clarification on the project timeline, listed on page 7 as Start date: October 2020, End Date: September 2022. With the proposal submission due in November 2020, what is the anticipated award date, and how will this affect the project timeline?

ANSWER: Anticipated award date is the week of November 9th. November start date should not impact deliverable goals of 2020 and 2021. A more detailed timeline will be adjusted to reflect the November start date at the first meeting with chosen consultants.

2. Question: In the application to EPA, Boulder County provided the names of 4 individuals and a time and cost estimate. Can you please clarify if the time estimates were for all staff working on the project, or only for the consultant's time?

ANSWER: Yes, in the application there is an estimate of hours of in kind contributions and consultant time. 400 hours were estimated for the Senior Sustainability Strategist to be allocated over the 2 years of the grant program. 433 hours were estimated for the consultants.

3. Question: Can you provide more insight into the time commitments of Boulder County staff to support this project and the expected division of responsibility for meeting planning, survey preparation, document editing etc. between the consultant and the County?

ANSWER: Staff include two full time representatives from the Office of Sustainability, Climate Action, and Resiliency and who have allocated approximately 400 hours to the project of in-kind support. We will also have access to the full county's resources when applicable including green business outreach Partners for a Clean Environment. However, staff are committed to going above those hours to achieve success for the project. The county will screen and select pilot participants and lead the creation of case studies. County staff will support consultants in meeting planning, survey preparation, document editing and other needs throughout the project in order to achieve success.

4. Question: The submission requests 3 reference for similar work in the past 3 years. As a new small business, if this is not available, would a response still be considered if the staff have demonstrated expertise over their careers?

ANSWER: Yes, if it is a new small business, demonstrated career expertise of staff would be accepted in leu of three references for similar work.

5. Question: Can references be names and contact information or are formal letters of reference required?

ANSWER: Names and contact information are acceptable.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on November 4, 2020.**

Please note that email responses are limited to a maximum of 50MB capacity. NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. 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; identified as RFP # 7177-20 in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid 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 bids, to waive any informalities or irregularities therein, and to accept the bid 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**

October 23, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7177-20, Transitioning Food and Beverage Manufacturers to Pollution Reduce Packaging.

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 as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

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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