



ADDENDUM #1
Community Planning & Permitting
Short-Term Rental Licensing & Enforcement Services
RFP # 7195-20

January 12, 2021

The attached addendum supersedes the original Information and Specifications regarding RFP # 7195-20 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: From Page 6:
"The ability to field complaints regarding short-term rentals in unincorporated Boulder County"
Can you clarify if this means a 24/7 Short-Term Rental Hotline and STR Complaint Form?
Does every Operator need to provide a 24/7 emergency contact that is responsible for dealing with STR related issues?

ANSWER: We would not need a 24/7 Short-Term Rental Hotline. Simply providing a STR Complaint Form or providing a mechanism for the public to lodge complaints on the platform would be adequate. Every property owner who wishes to have a short-term rental must have a local manager to serve as the 24/7 contact. However, in the event of an emergency, the renter should just call the Boulder County Sheriff's Office.

2. Question: From Page 6:
"Understand tax calculation and payments from licensed short-term rentals."
Please provide more details. Are you looking for a Vendor to possibly set up a payment portal for STR/Lodging taxes?

ANSWER: Boulder County does not have any lodging tax. Our local sales tax is collected by the State and remitted to us by the State. Section 4 of our Licensing Ordinance provides:

Sales Tax License. All Licensees will be required to remit all applicable taxes for the Licensed Premises, including state and local sales and use taxes. Applicant must provide one of the following:

- a. An individual sales tax license number issued to the Licensee or Local Manager from the State of Colorado Department of Revenue; OR***
- b. Proof that the only platforms used to advertise and book the Licensed Premises remit taxes on behalf of the Licensee. Licensees may not advertise or book on web platforms that do not remit taxes on behalf of the Licensee without an individual sales tax license number.***

So a familiarity with this provision and ways to enforce it will be required for any vendor.

3. Question: Is it okay to submit the Insurance Certificate, W-9, and Sustainability Questionnaire as separate attachments in the email?

ANSWER: Yes, that's fine.

4. Question: Per the solicitation, if the County has an existing contract with a proposing vendor, is the County willing to sign an amendment to their existing contract for the new services?

ANSWER: This will depend on the vendor and the contracts in question. A proposing vendor may certainly ask the County to sign an amendment and provide justification and rationale for that.

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 January 19, 2021.**

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 # 7195-20 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**

January 12, 2021

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7195-20, Short-Term Rental Licensing & Enforcement 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 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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