



**ADDENDUM #1**  
**Boulder County Office of Sustainability, Climate Action & Resilience**  
**Commercial Refrigeration and Equipment**  
**RFP # 7411-23**

January 18, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7411-23 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, proposals will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

1. Question: Will Boulder County accept one bidder/vendor purposing two tables completed by different manufacturers? This will give the county options on two price and equipment levels.
  - a. Ex: Table 1 is for Value Brand A, Table 2 is for mid to high end brand B

**ANSWER: The reason for having just one option per piece of equipment is to keep the process as simple as possible. However, Boulder County is open to having two manufacturers/options to present to businesses as part of their standard equipment if there is a compelling reason to do so.**

2. Question: Will removal and install be quoted on a per job basis? Or is that expected to be standardized as part of this RFP?

**ANSWER: In an ideal scenario, the removal, delivery, and installation costs would be standardized. However, Boulder County is open to consider other options proposed by potential vendors understanding there may be variables that come into play. If removal, delivery, and installation costs are not standardized as part of this RFP Boulder County would like to know how these costs will be determined (we recommend including a breakdown of a few examples to demonstrate competitiveness). Feel free to add the cost or**

process as a narrative below the table in the pricing and payment section or alternatively you can add additional columns to the table.

3. Question: What is the timeframe of this program? Is there a planned start date and end date?

**ANSWER: Boulder County anticipates launching this program in mid-late February of 2023 and has guaranteed funding through the end of 2023. The program will likely get renewed annually until demand from participants drops (dependent on Boulder County and City of Boulder annual budget approval). Per Boulder County's purchasing guidelines this RFP needs to be reissued every five years to ensure the vendor is competitive.**

4. Question: How will the ordering process work, and how will we validate that incoming orders are approved under this program?

**ANSWER: For standard equipment (described in the RFP) Boulder County works with the business to generate a quote based on agreed upon pricing provided by the Vendor. Once the business signs an agreement for grant funds, Boulder County will alert the Vendor to bill the customer for their portion of the equipment (30%). This triggers the equipment to be ordered. Custom equipment needs to be run by Boulder County for approval before the customers are billed and equipment is ordered; Boulder County will provide the Vendor details on what qualifies once a proposal has been awarded.**

5. Question: The price for installation is dependent on the equipment being installed and the customer's location. Would you prefer an estimate on the RFP or should that service be calculated at the time of the order?

**ANSWER: See answer to question 2.**

6. Question: What documentation, if any, will you require from an installation company to verify proper disposal measures are being followed?

**ANSWER: The vendor or installation company would send receipts from the recycling center being utilized. Currently, equipment recycled through the Boulder County program is recycled at EcoCycle in Boulder, but other recycling centers may also be utilized for proper disposal of old equipment.**

7. Question: Understanding the mission of replacing inefficient equipment with EnergyStar equipment and properly recycling existing equipment, can we clarify the expectations regarding the recycling process?

- a. Specifically, in this program, are we free to assess and scrap, recycle when possible, or sell the removed equipment if the removed equipment still has market value?

**ANSWER: One of the goals of this program is to reduce energy loads and greenhouse gas emissions. The goal is to remove and recycle the old inefficient equipment. The vendor or associated partner responsible for removing the equipment is expected to bring old equipment to a recycling center to ensure proper disposal and will provide proof of recycling.**

8. Question: What role does PACE play in the approval of new equipment purchases and/or the removal of old equipment?

**ANSWER: See answer to question 4, 6, and 7.**

9. Question: How are businesses approached or made aware of the program? (e.g., does PACE actively seek out businesses?)
  - a. Is there a role or expectation that (VENDOR) will perform in onboarding customers into the PACE program?

**ANSWER: Boulder County regularly conducts business outreach and works with other nonprofit partners that help make referrals to the program and expand Boulder County's reach to new businesses. While it is not an expectation that the vendor will participate in business outreach or advertise the program to businesses in Boulder County, referrals of Boulder County businesses made by the vendor are welcome.**

10. Question: Is there an opportunity for (VENDOR) to provide on-site guidance to businesses alongside PACE, or is PACE solely responsible for this activity? (Our current practice is to be on site with customers from the beginning to assess the layout, take measurements, and ensure the right electrical and ventilation is in place – without this, it could lead to material inefficiencies).
  - a. For example, if a purchased refrigeration unit that the customer purchased is 220v, but the space only has 110v outlets, this creates installation challenges

**ANSWER: On-site guidance and support for businesses is welcome, especially for non-standard equipment replacement projects. Ideally, the vendor will coordinate delivery details directly with the business, including assessing the layout and electric and ventilation requirements and taking measurements.**

11. Question: Is it possible to get a sample high-level workflow/overview to better understand how PACE interacts with the selected vendor from the initial

customer needs assessment through execution – equipment delivery, installation, and the proper disposal of old equipment?

- a. Specifically, can you explain the tasks (if any) that PACE will do without our presence and their role in the process?
- b. Our current practice is to receive 50% as a down payment prior to ordering new equipment. Can you confirm our expectation the equipment order would be placed after the 30% down payment is received. Is 30% negotiable?
- c. Can we assume that the remaining 70% will be paid upon delivery or is there a delay in payment and if so what are the terms.
- d. Will PACE write the check to the customer or directly to us?

**ANSWER:**

- a.) **When a business expresses interest in this program, Boulder County begins with an on-site assessment to determine equipment eligibility. If the equipment eligible for replacement fits into Boulder County's standard equipment replacements, a Boulder County advisor generates a quote for the unit(s) and sends it to the business. If non-standard equipment replacements are needed, the business coordinates directly with the Vendor to select an EnergyStar replacement (to be approved by Boulder County). Ideally, the vendor will also take measurements and determine technical equipment suitability for the business (including electrical and ventilation needs).**
- b.) **Once the business approves the quote, the vendor issues a 30% invoice for the business's portion of the equipment. Upon payment made by the business, the equipment is ordered. The vendor then coordinates delivery and installation times with the business and removes and recycles the old piece of equipment upon delivery.**
- c. & d.) **After delivery, the vendor issues a 70% invoice to Boulder County which is paid directly to the vendor within six weeks (the amount of time needed to make payments through Boulder County's accounts payable processes). Note: For equipment that is eligible for additional utility rebates, Boulder County submits these rebate applications on the business's behalf. For additional information on utility rebates, see answer to question 16.**

12. Question: In the pricing table there is not an option to include "services" which we often include as part of the overall pricing – including installation and removal/disposal. Should we assume that we are to integrate these costs into the pricing table or is there an option to include these costs separately?

**ANSWER: We encourage Vendors to add an additional column(s) to better differentiate costs.**

13. Question: What is the current policy from the Boulder County Attorney's Office for publicly disclosing our pricing in this bid through the Colorado Open Records Act? Have they previously allowed previous bids to be disclosed publicly?

**ANSWER: There is a place in the RFP that you can select to keep your line pricing confidential. Answer "Yes" to the question "Do you customarily keep line-item pricing information, such as the information being submitted with this proposal, confidential or closely-held?" at the bottom of page 13. Please see terms and condition number 10 in the RFP document for more information regarding the Colorado Open Records Act.**

14. Question: What are the top three pain points with your current equipment partner?

**ANSWER: While there has been a lot of successes with our current vendor over the last few years of the program the following are pain points that we have had:**

- **Boulder County too involved in the process after orders have been placed. There is a lack of direct communication between business and vendor.**
- **Boulder County must mediate conversations between Vendor and third-party delivery company.**
- **High prices of delivery and installation with a lack of transparency.**

15. Question: Can you share a sample or previous example of a project plan so we emulate the appropriate format and so that we can apply the appropriate thinking regarding personnel and program management?

**ANSWER: This is something we do not have available currently. Please refer to the RFP and the answers to the questions above that outline the processes, scope and roles to respond to this proposal as best you can. Know that once awarded we can get into more details to streamline the program.**

16. Question: Can you please clarify what you mean when you state that the vendor will "manage any rebates from utility"? Are you able to provide an example?

**ANSWER: Some pieces of equipment are eligible for an additional utility rebate. In these cases, the business still pays 30% but Boulder County pays 70% minus any utility rebates. Boulder County is responsible for getting pre-approval and submitting utility rebate applications on behalf of the business and the rebate checks will be issued directly to the Vendor. The vendor will be responsible for confirming receipt of these rebate checks and accounting for them as a deduction from Boulder County's portion of equipment costs. The**

phrase “manage any rebates from utility” is a bit misleading as most of this process will be managed by Boulder County.

**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 27, 2023.**

**Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.**

**NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).**

**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 **RFP # 7411-23** 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 18, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7411-23, **Commercial Refrigeration and Equipment**.

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. 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](mailto: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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