



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

REQUEST FOR QUALIFICATIONS
COVER PAGE

RFQ Number: **7414-23**

RFQ Title: **Boulder County Facilities Master Plan Services
2024**

RFQ Questions Due: **February 28, 2023 – 2:00 p.m.**

Submittal Due Date: **March 28, 2023 – 2:00 p.m.**

Email Address: purchasing@bouldercounty.org

Documents included in this package:

- Proposal Instructions
- Terms and Conditions
- Specifications / Scope of Work
- Submittal Checklist
- Evaluation Criteria
- Sustainability Questionnaire
- Signature Page



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

QUALIFICATION INSTRUCTIONS

1. Purpose/Background

Boulder County Facilities Master Planning Services

Boulder County Building Services (BCBS) is seeking a team of professional consultants with relevant experience and expertise to update our [2018 Facilities Master Plan](#). The updated 2024 Facilities Master Plan will take into consideration the future county government physical facility needs for the next thirty years.

2. Written Inquiries

All inquiries regarding this RFQ will be submitted via email to the Boulder County Purchasing Office at purchasing@bouldercounty.org on or before 2:00 p.m. **February 28, 2023**. A response from the county to all inquiries will be posted and sent via email no later than **March 14, 2023**.

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

3. 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 March 28, 2023**. **Vendors must answer whether line-item pricing information submitted with a bid is confidential or closely held.**

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 Qualifications. 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 **RFQ # 7414-23** in the subject line.

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

The Board of County Commissioners reserves the right to reject any and all responses, 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.

Contractors and their employees, subcontractors, and agents must comply with all federal, state, and local laws, regulations, ordinances, orders, and codes, as well as Boulder County policies, guidelines, and protocols.

Americans with Disabilities Act (ADA): Americans with Disabilities Act: If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator or Human Resources office at (303) 441-3525 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

TERMS AND CONDITIONS

1. Proposers are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
2. Each proposer will furnish the information required in the Request for Qualifications.
3. The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the Request for Proposals, will be most advantageous to the County of Boulder, price and other factors considered.
4. The County of Boulder reserves the right to reject any or all Qualifications and to waive informalities and minor irregularities in Qualifications 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 Qualifications without the consent of the County Purchasing Agent or delegated representative.
6. A signed purchase order or contract furnished to the successful proposer results in a binding contract without further action by either party.
7. Late or unsigned Qualifications will not be accepted or considered. It is the responsibility of proposers to ensure that the proposal arrives at the purchasing email address prior to the time indicated in the "Request for Qualifications."
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 RFQ documents will be made by Addendum. Interpretations, corrections and changes of the RFQ documents made in any other manner will not be binding, and proposer 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 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 or resulting contract should be clearly stated in the bid and contract itself. Confidential/proprietary information should be readily identified, marked and/or separated from the rest of the bid. Co-mingling of confidential/proprietary and other information is NOT acceptable. Vendors must answer whether line-item pricing information submitted with a bid is confidential or closely held. Bids that do not identify confidential/proprietary information may be released in their entirety. Pricing totals contained in a bid are not considered confidential.

The Boulder County Attorney’s Office retains sole authority for determining whether the Colorado Open Records Act requires or permits Boulder County to disclose proposal or bid documents, or any information contained therein, pursuant to an open records request.

11. Boulder County promotes the purchase/leasing of energy efficient materials and products with low toxicity levels when availability, quality and budget constraints allow. Proposers 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. Proposers 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/>.



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

SPECIFICATIONS / SCOPE OF WORK

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of over 330,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment, and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy, and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

Boulder County Building Services (BCBS) currently manages over thirty buildings, providing approximately 1,500,000 square feet for over 2,000 County employees, as well as State Courts staff and several non-profit agencies. The buildings are located at several sites in Boulder, Longmont, Louisville, Lafayette as well as unincorporated Boulder County.

The updated 2024 Facilities Master Plan will document the condition and potential redevelopment of current facilities as well as the identification of and / or planning of new facilities. The scope will include facility condition and useful life assessments, workplace programming, space and staffing needs assessment, facility redevelopment assessment and parking assessments. The master plan will assist the County in strategizing redevelopment projects, necessary improvements, and exploring the County's goal of consolidating services. The development of this long-term facilities master plan will assist the County in annual planning, programming, and budgeting. The document will also establish a framework for the anticipated County facilities needs for the next thirty years, which includes sustainable performance goals for carbon emissions reduction that align with or exceed local and state building energy performance ordinances.

Tentative Schedule for RFQ, Interviews, RFP:

Item:	Date:	Note:
RFQ Out	Tuesday 2/14/2023	
RFQ Questions Due	Tuesday 2/28/2023	
RFQ Answers Back	Tuesday 3/14/2023	
RFQ Due	Tuesday 3/28/2023	
Short List Out	Monday 4/10/2023	These dates subject to change due to committee availability
RFP Out	Monday 4/24/2023	“
RFP Questions	Monday 5/8/2023	“
RFP Answers back	Monday 5/22/ 2023	“
RFP Due	Monday 6/5/2023	“
Short listed Interviews announced	Monday 6/26/2023	“
In person Interviews	7/10-7/14 2023	“

Existing County of Boulder Facilities

The table below, while not all inclusive, provides a representative list of the County's more prominent facilities, their occupants and size:

Building Description	Location	Occupancy	SQ FT
1333 Iris Street	Boulder	HHS, PH, Workforce	33,756
3400/3450 bldg	Boulder	Housing and Human Services, Public Health	22,722
3460 North Broadway (OCH)	Boulder	Housing and Human Services	19,864
3470 Broadway (old ARC)	Boulder	MHP (Non Profit Partner)	9,011
Alaska Road Site	Longmont	Various Bldgs–Transportation & Housing	27,327
Alt Sentencing Facility	Boulder	SO and CJS	55,488
Clerk and Recorder	Boulder	Clerk, Motor Vehicle	37,448
Communications Center	Boulder	Communications Facility	48,171
Copper Door (BCTC)	Boulder	Community Services	15,166
Coroner's Building	Boulder	Coroner office and Autopsy Rooms	9,153
Detox and Crisis Facility	Boulder	MHP- Addiction Recovery and Crisis Center (Jail site)	21,057
Fairgrounds	Longmont	County Fairgrounds	237,400
Fleet Maintenance OSTC	Longmont	Fleet Maintenance Shop	31,745
Fleet Operations/Storage	Longmont	Fleet Operations/Storage	20,304
Historic Courthouse	Boulder	Commissioners, Assessor, Treasurer, County Administrator	32,368
Historic Courthouse West Wing	Boulder	OSTC, OFM	17,158
Historic Courthouse East Wing	Boulder	IT, HR	22,108

Historic Courthouse Annex	Boulder	Community Planning & Permitting	24,197
HMMF	Boulder	Household Hazardous Waste Facility	8,083
Jail	Boulder	County Jail	183,607
Jail Intake Wing	Boulder	County Jail	30,560
Justice Center	Boulder	DA, CA, Courts, Probation, Juvenile Detention	184,428
Longmont Courthouse	Longmont	Courts and District Attorney	31,107
Nederland Wash Garage	Nederland	Road Maint.	10,881
OSTC Biomas Boiler	Longmont	Public Works	4,267
Parks & Open Space Admin (Ron S Bldg)	Longmont	Public Works	23,477
Parks & Open Space Shop	Longmont	Maintenance Shop	10,041
Public Works Bldg 2525 13 th St.	Boulder	Public Works	20,382
Recycling Center Admin	Boulder	Administration Office	11,534
Recycling Center Processing Plant	Boulder	Processing Plant	48,171
Road Maint. Walden Site	Boulder	Various Buildings (Shops, Admin, Storage)	22,855
Road Maint. Longhorn Site	Boulder	Transportation Building	14,258
SE County Community Hub	Lafayette	HHS, PH, MV, Assessors, Treasurer	40,000
Sheriff Headquarters	Boulder	Sheriff's Department Offices	77,076
Sundquist Building	Boulder	Public Health and Community Services	22,546
St Vrain North and South Wings	Longmont	HHS, PH, Workforce, MV	105,602
Wildfire - Longhorn Site	Boulder	Offices and Garage	4,049
		TOTAL	1,537,367

Boulder County's organization is structured with 21 different elected official organizations and departments as follows:

1. Assessor's Office
2. Boulder Office of County Commissioners (BOCC) & Chief of Staff
3. Clerk & Recorder
4. Community Planning & Permitting
5. Community Services
6. Coroner's Office
7. County Attorney
8. District Attorney
9. Housing & Human Services
10. Human Resources
11. Information Technology (IT)
12. Office of County Administrator
13. Office of Financial Management
14. Office of Racial Equity
15. Office of Sustainability & Climate Resiliency (OSCAR)
16. Parks & Open Space
17. Public Health
18. Public Works
19. Sheriff Office
20. Surveyor's Office
21. Treasurer's Office

SCOPE OF WORK SUMMARY

The selected consultant will be required to meet with a County Executive Advisory Board (EAB) to provide an overview of the master planning process and guide the County through a mission, vision and goal setting process to support the plan.

The Phasing Plan below is intended to set general expectations for updating the County's 2018 Facilities Master Plan. The final scope of work will be open to negotiations with the selected consultant to better leverage their expertise and incorporate best practices for Master Planning.

Phase I:

Review and Update Facilities Conditional Assessment from 2018

- Consultant to review and update the data from the 2018 Facilities Master Plan with the assistance of Facilities staff. Consultant to perform Facilities Conditional Assessment of large facility investments, such as: Roof, parking lot, AHU, boilers, etc. Simplify assessment to good, fair, and poor for all County facilities to determine the cost needed to maintain each facility (present-10 years out), while also assessing building operation and utilization.

Phase II:

Space and Programming Needs Assessment

- Consultant to review and update work from the 2018 Facilities Master Plan with the assistance of County staff. This work will include SF per employee, appropriate parking, storage, and security considerations as well as an analysis of demographics of clients and staff. The overarching goal is to provide the best opportunities for public facing facilities in the appropriate locations. Consultant to provide carbon footprint analysis of County building operational efficiencies and inefficiencies, and emissions reduction potential.

Phase III:

County Government-Wide Facilities Master Plan

- Consultant to review work from 2018 and with the assistance of County staff, update the tactical, strategic, and operational planning for future developments.
- Expected deliverables will include well-defined options and recommendations for "right sizing" the County's facilities footprint that is optimized for current/projected staffing levels, evolving work patterns (i.e. hybrid/remote) and enhanced service delivery to the public.
- Recommendations for capital improvements, to include any potential divestments, should span 1-5, 5-10, 10-15, 15-20 and 20-30 year time horizons.

PLEASE NOTE: Insurance and W-9 requirements will be sent out with the RFP



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

SUBMITTAL CHECKLIST

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the PROPOSAL. Failure to submit any of the documents listed below as a part of your PROPOSAL, or failure to acknowledge any addendum in writing with your PROPOSAL, or submitting a proposal on any condition, limitation or provision not officially invited in this Request for Proposal (RFQ) may be cause for rejection of the PROPOSAL.

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR QUALIFICATIONS PACKAGE: Proposer will check each box indicating compliance:

INCLUDED	ITEM
<input type="checkbox"/>	Name and Address of the Partners and Subcontractors if applicable
<input type="checkbox"/>	Information on the relevant experience of key personnel
<input type="checkbox"/>	Submit three references for similar projects your company has completed within the last three years and contact information. Boulder County will review all contractor evaluation forms from previous County projects.
<input type="checkbox"/>	Signature Page
<input type="checkbox"/>	Addendum Acknowledgement(s) (If Applicable)

THIS QUESTION MUST BE ANSWERED AS PART OF YOUR BID PACKAGE: Proposer will answer Yes or No indicating compliance:

YES OR NO	ITEM
<input type="checkbox"/>	Do you customarily keep line-item pricing information, such as the information being submitted with this proposal, confidential or closely-held?



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

EVALUATION CRITERIA

The Qualifications will be reviewed by a selection committee. The committee may request additional information from vendors or request interviews with one or more vendors. Final evaluation and selection may be based on, but not limited to, any or all of the following:

General Qualifications

Please provide minimum documentation substantiating the following:

1. Describe your firm's relevant experience with master planning for municipalities and counties.
2. Provide at least two examples of recently completed Facilities Master Plans (ideally within last 3 years) and describe your firm's roles and responsibilities in these projects.
3. Provide your firm's project organization structure and responsibilities.
4. Provide pertinent information about consultants you are partnering in for the Facilities Master Plan, including their expertise and projects your firm has partnered with them previously on.
5. Provide a general fee structure for the proposed project team (hourly rates).

Organization of the RFQ Submittal

The RFQ information shall be organized per the submittal format outlined below. Organization and brevity is appreciated. The sections of the RFQ shall be indexed and tabbed per the (6) sections noted below in the submittal format for easy reference.

Tab 1 - Letter of Interest: A maximum two-page letter of interest that includes a synopsis of the firm, business principals, general qualifications and distinguishing characteristics, mailing address, email address, telephone and facsimile numbers), and signed by the principal-in-charge representing the contractual authority of the firm.

Tab 2 - Master Plan Experience: Provide a narrative description of similar Master Planning work your firm and project team has completed. Clearly state the program requirements for these projects, design criteria, conflicts and what lessons were learned.

Tab 3- References: Provide a list of at least 2 relevant master plan projects completed or begun within the last 3 years with contact information, along with a project description and contact information for three (3) previous clients specifically relevant to this RFQ.

Tab 4 – Fee Structure: Provide a fee structure for the proposed project team that includes hourly rates for each team member.

Tab 5 – Sustainability Questionnaire: Provide a fee structure for the proposed project team that includes hourly rates for each team member.

Submittal Review and Selection Process

Respondents should submit a comprehensive, but concise RFQ submittal. Failure of the respondents to provide any information requested in this RFQ may result in disqualification of the submitted proposal. The provision of copious and irrelevant material may also result in disqualification of the submitted proposal.

The County selection committee shall evaluate and rank RFQ submittals based on alignment with the RFQ requirements, Submittal Format, and Selection Criteria in order to select three to five final candidates to be invited to participate in the RFP.

The RFP will include a deeper dive into key personnel, your firm’s approach to master planning and connections from that work to Boulder County’s Mission and needs. The County selection committee will then evaluate and rank RFP submittals based on alignment with the RFP requirements, submittal format, and the selection criteria in order to select three final candidates for interviews.

At the interview, the lead consultant for the project should be identified with credentials and experience provided at this time. It is expected that the lead consultant will make a presentation to the selection committee, will answer questions from the committee, will be the primary contact to the County and will serve as the primary presence in the County during the plan development process. Members of the master planning team that will not be directly working on the project will be requested not to speak at the oral interviews.

Fee Proposal

Hourly rates will be reviewed as part of the RFQ submission, a detailed fee proposal will be required as part of the RFP. Selection of professional services will be based on qualifications and interviews. The County will work with the selected master planning team to develop a detailed scope of services and fee proposal. If subsequent negotiations are unsuccessful, the County reserves the right to negotiate with the next highest-scoring candidate in the event that the fee proposal is not acceptable and an agreed upon fee cannot be reached.

The following criteria will be considered by the selection committee in scoring RFQ responses:

RFQ Selection Criteria	Point Value
Item #1: RFQ Completion. How complete and concise was the letter of interest and RFQ response? Was the RFQ well organized, with complete information responding to all of the submittal criteria?	20 points
Item #2: Master Plan Experience. Vendor demonstrates similar Master Planning work that is relevant to Boulder County (Municipality or similar large organization).	40 points
Item # 3: References. References from 2 relevant master planning projects within the last 3 years.	15 points
Item # 4: fee structure. Fee structure and hourly rates	20 points
Item # 5: Sustainability Questionnaire	5 points
Total Points	100 points



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

SUSTAINABILITY QUESTIONNAIRE

Company Name: _____ Date: _____

This questionnaire is applicable to firms that provide services as well as those that provide goods. Please answer the questions to the best of your ability.

1. What sustainability certifications does your business have? Please check the items that apply: (point awarded for every box checked, except "None")

- B-Corp
 - Green Business Bureau
 - Fair Trade USA
 - Green C Certification
 - None
 - Other - describe any other certifications \Programs your company has related to sustainability.
-
-

2. Does your company have a sustainability vision/commitment/values statement or policy? Please check the items that apply: (point awarded for every box checked, except "None")

- Our sustainability statement/policy describes our company's sustainability initiatives.
- We have formed an oversight committee to ensure the success of our sustainability policy.
- Our sustainability statement/policy describes how our company explores opportunities to work with communities, governments and non-governmental and professional organizations to help articulate, teach and advance the principles of sustainability.
- We are currently in the process of developing a sustainability statement/policy consistent with a commitment to promote environmental, economic, and social sustainability.

- None
- Other - Provide (or supply a link) your company's sustainability statement/policy.

3. What policies are in place to monitor and manage your supply chain regarding sustainability issues? Please select all that apply: (point awarded for every box checked, except "None")

- We apply sustainability criteria when making purchasing decisions.
- We partner with suppliers who share in our sustainability commitment and/or work with them to reduce the impact to the environment of our resource needs as well as improve worker conditions.
- We purchase "green" (i.e. recyclable, reusable, non-toxic, compostable, fair trade and made from 100% post-consumer recycled materials) supplies, products, and materials.
- We specify locally manufactured products in procuring goods.
- We specify products that use the Electronic Products Environmental Assessment Tool (EPEAT) standards in procuring goods.
- None.
- Other – describe other ways your company monitors and manages your supply chain concerning environmental issues.

4. Does your company promote sustainable transportation in its operations? Please select all that apply: (point awarded for every box checked, except "None")

- We own, rent, or lease electric fleet vehicles.
- We own, rent, or lease hybrid or natural gas fueled fleet vehicles.
- We encourage carpooling, public transportation, and using other alternative modes of transportation.
- We subsidize public transportation for employees.
- We have an established Green Transportation Plan (must describe below; no additional points awarded for providing this description).
- We are developing a Green Transportation Plan (must describe below; no additional points awarded for providing this description).
- We offer flexible hours, telecommuting, or a compressed work week.
- We utilize teleconference, video conference, WebEx or GoTo Meetings (or other similar conferencing services).
- None
- Other – describe other ways your company promotes sustainable transportation. If applicable, use this space to describe your company's Green Transportation Plan (whether existing or in development).

5. What does your company do to minimize the environmental impacts associated with shipping? Please check the items that apply: (point awarded for every box checked, except "N/A")

- We have established company policies and procedures that minimize the need for shipping in the first place (must describe below; no additional points awarded for providing this description).
- We combine deliveries with customer visits.
- We consolidate deliveries.
- We use bike couriers for local delivery.
- We utilize electronic communications and electronic transfer of documents, such as e-mail, fax and Portable Document Format (PDF).
- We specify products that can be purchased locally within a 500-mile radius of the delivery location in procuring goods.
- We are currently evaluating what the company can do to minimize the environmental impacts associated with shipping (must describe below; no additional points awarded for providing this description).
- Our packaging/shipping materials are reusable.
- Our packaging/shipping materials are made from 100% post-consumer recycled materials.
- N/A
- Other – describe what your company does to minimize the environmental costs associated with shipping. If applicable, use this space to provide required description(s).

6. Has your company ever been cited for non-compliance of any law, regulation, ordinance, code, rule, standard, or policy regarding an environmental or safety issue? Please check the item that applies: (point awarded for "No" answer)

- No, my company HAS NOT been cited for non-compliance regarding an environmental or safety issue.
- Yes, my company HAS been cited for non-compliance of an environmental or safety issue.
- N/A State the reason, date and outcome of the citation:

7. What programs do you have, either in place or currently being planned, to promote resource efficiency? Examples include energy or waste audit programs. Please check the items that apply: (point awarded for every box checked, except "None")

- We have an established zero waste program.
- We utilize a facilities energy management system.

- We have adopted a climate action plan.
- We have a water conservation program.
- We have formed a sustainability committee to identify sustainable solutions for our company.
- We are a member of various sustainability organizations.
- We are recognized by peers and environmental organizations for providing leadership in Sustainability.
- None
- Other - what other programs do you have in place or planned for promoting resource. Efficiency?

8. If your business’s proposal involves the provision of a product, does the manufacturer of the product, whether your business or an outside entity, have a sustainability policy statement? Please check the item that applies: (point awarded for “Yes” answer)

- No, the manufacturer of the product that I am proposing DOES NOT have a sustainability policy statement.
- Yes, the manufacturer of the product that I am proposing HAS a sustainability policy statement.
- Not applicable.

Provide Sustainability Policy Statement:

9. If your business’s proposal involves the provision of a product, has the manufacturer of the product, whether your business or an outside entity, ever been cited for non-compliance of any law, regulation, ordinance, code, rule, standard, or policy regarding an environmental or safety issue? Please check the item that applies: (point awarded for “No” answer)

- No, the manufacturer of the product that I am proposing HAS NOT been cited for noncompliance regarding an environmental or safety issue.
- Yes, the manufacturer of the product that I am proposing HAS been cited for noncompliance regarding an environmental or safety issue.
- Not applicable.

Provide reason, date and outcome of the citation:

10. If your business's bid/proposal involves the provision of a product, has an environmental life-cycle analysis of the product that you are proposing been conducted by a certified testing organization, such as Green Seal, Energy Star, and Cradle to Cradle? Please check the item that applies. (point awarded for "Yes" answer)

- No, an environmental life-cycle analysis of the product that I am bidding/proposing HAS NOT been conducted by a certified testing organization, such as Green Seal.
- Yes, an environmental life-cycle analysis of the product that I am bidding/proposing HAS been conducted by a certified testing organization, such as Green Seal.
- Not applicable.

Provide certification:



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

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.

IN WITNESS WHEREOF, the Parties have executed and entered into this Contract as of the latter day and year indicated below.

SIGNED for and on behalf of Boulder County		SIGNED for and on behalf of Contractor	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	
↓↓ <i>For Board-signed documents only</i> ↓↓			
Attest:		<i>Initials</i>	
Attestor Name:			
Attestor Title:			