



**Boulder County Purchasing  
1325 Pearl Street  
Boulder, CO 80302**

## **SUBMISSION INSTRUCTIONS**

---

**Reference Number:** SOQ-014-23

**Project Name:** Parks & Open Space Property Maintenance Services

**Background:**

The Boulder County Parks & Open Space Department (BCPOS) is seeking proposals from qualified home and property maintenance contractors that can provide quality, timely, and responsive property maintenance, diagnosis and repair, remodel, and general handyman services to approximately thirty (30) BCPOS owned and leased rental houses, as well as historical and agricultural structures and other County owned buildings on an as needed assigned basis. The selected Contractor(s) will be responsible for overseeing and/or performing general home maintenance, remodel, and repair services, which may include:

1. Plumbing
2. Appliance repair or installation
3. Leak response and dry outs
4. HVAC checks, repairs, or installation
5. Flooring
6. Siding repairs
7. Soffits and fascia repair
8. Window repair and replacement
9. Appliance repair or replacement
10. Deck and patio repair, removal, or installation
11. Snow removal
12. Landscaping
13. Other general handyman services
14. Walk throughs
15. Pest control
16. Special projects (as stated in the specifications)

The selected Contractor(s) must be able to provide services after hours and on weekends as needed, as well as respond to emergency calls. Projects and repairs must be completed in a timely, cost effective, and quality workmanship manner.

The selected Contractor(s) must possess a current Boulder County Contractor's License C through the Community Planning & Permitting Department and work performed must be in compliance with all State and Local building and Community Planning & Permitting Department codes.

The selected Contractor(s) will be responsible for obtaining any permits related to work performed on the houses or buildings where a permit is required by Boulder County Community Planning & Permitting Department.

The selected Contractor(s) will be expected to adhere to all BCPOS Rules & Regulations while on County Open Space properties (Attachment B).

The selected Contractor(s) will be required to travel throughout Boulder County to perform these tasks on an as needed assigned basis. The County's Rental House Coordinator (RHC) will be the main point of contact for all work requested and related tasks for any work assigned.

#### **Instructions:**

Boulder County uses a Bonfire portal <https://bouldercounty.bonfirehub.com/> for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at <https://bouldercounty.bonfirehub.com/>. **Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.**

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

#### **Contact:**

To contact Boulder County Purchasing or ask questions in relation to this proposal, respondents must register on <https://bouldercounty.bonfirehub.com/> and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

**Addendum:**

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on <https://bouldercounty.bonfirehub.com/>.

**Need Help:**

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [5 minute training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at [support@gobonfire.com](mailto:support@gobonfire.com).

**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.