



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

## **SUBMISSION INSTRUCTIONS**

---

**Reference Number:** RFP-029-24

**Project Name:** Wildfire Partners Chipping Contractor

**Background:**

Wildfire Partners is Boulder County's wildfire mitigation program and is housed in the County's Community Planning and Permitting Department (CP&P). Our mission is to educate, motivate, and support Boulder County residents in preparing for future wildfire. Wildfire Partners is seeking individual contract companies to perform wood chipping and slash removal for community events. Background: County chipping services have been available to Boulder County residents since 1993, with Wildfire Partners becoming Boulder County's official wildfire mitigation program in 2014.

While the chipping program has undergone several iterations over the years, a successful redesign was launched by Wildfire Partners in 2023 that included nearly 500 households. To learn more about all the services offered by Wildfire Partners, visit [www.WildfirePartners.org](http://www.WildfirePartners.org). With assistance from the program coordinator and current chipping contractors, homeowners reduce their wildfire risk by actively organizing their slash into piles and participating in a community chipping event.

Wildfire Partners provides the instructions, communications, and funds for residents to plan community events in which groups of homes can have their slash chipped and removed on the same day(s).

This RFP will be used to add to our current list of chipping contractors. Communities select from contractors on this list to complete their chipping events. All approved contractors on this list will be the paid same fixed rate, as was determined for the first round of contractors in 2023. The goal of the program is to fund all chipping events in the county with a minimum of five participants who are removing slash with the specific goal of reducing their wildfire risk. This program is being funded by the new wildfire mitigation tax.

## **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.