



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

## **SUBMISSION INSTRUCTIONS**

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**Reference Number:** SOQ-043-24

**Project Name:** Boulder County Parks and Open Space Illegal Encampment Cleanup

**Background:**

Please Note: There will be no questions accepted for this SOQ.

Occasionally, illegal/transient camps are located on Boulder County Parks and Open Space (BCPOS) property. In the case that those who are inhabiting the space do not move their belongings offsite, we must safely remove the identified property via an outside service provider. Sites range from small, abandoned encampments with no hazardous waste to large active encampments with biohazards present. Encampments can be found in terrain that ranges from easy access rural areas to mountainous sites without direct vehicular access. BCPOS is soliciting proposals from qualified and experienced Contractors for the cleanup of this type of illegal encampment on various Boulder County Open Space properties. These services are required to respond to health and safety issues in affected areas throughout the county. The selected Contractor will be available in an on-call capacity for the clean-up/mediation of such sites.

**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.