



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

SUBMISSION INSTRUCTIONS

Reference Number: RFP-065-24

Project Name: Boulder County Compost Facility Feasibility Study

Background:

Boulder County is seeking proposals for consulting services to understand organics processing infrastructure options, financial and operational models, overall feasibility of a centralized composting facility. Boulder County does not haul or process residential or commercial organics but has a hauler licensing program that requires organics collection services in some parts of the county. Additionally, some local municipalities have universal waste and recycling ordinances requiring the collection of organics. Majority of the materials are collected and transferred to A-1 Organics in Keenesburg, CO. In spring 2023, A-1 Organics made changes to their guidelines, disallowing compostable paper and packaging due to contamination. Boulder County is looking to develop a facility that could process the estimated 48,000 currently being diverted as well as the additional ~50,000 tons of organic material that is currently going to the landfill. Boulder County is focused on a facility that could accept both yard waste and food scraps from residents, businesses, and farmers. The county is also looking to explore the potential of accepting compostable packaging and paper products.

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.

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

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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.

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.