



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

SUBMISSION INSTRUCTIONS

Reference Number: BID-091-24

Project Name: Construction of Outdoor Park Shelter

Background:

You must attend one of the mandatory meetings to submit a proposal for this project.

Boulder County Parks and Open Space (BCPOS) is soliciting bids from qualified and experienced contractors to secure construction services for the construction of a new outdoor park shelter, located at the Parks and Open Space Administration Office, 5201 St. Vrain Road in Longmont Colorado 80503. The selected contractor will complete all construction aspects of the project within eighty (80) calendar days after execution of the contract and after a Notice to Proceed (NTP) has been issued. The BCPOS Administration Office is the primary facility for all permanent staff, seasonal employees, Youth Corps members and volunteers that work for the Department. The goal of this project is to construct a new outdoor park shelter facility that can be used by employees assigned to this facility and other county employees that occasionally may use the meeting rooms at this facility. The new shelter will be similar to other standard BCPOS shelters used in the plains of Boulder County but will have some slight modifications as shown in the attached Plans and Specifications. The shelter and associated walkways shall meet all current International Building Codes, City of Longmont Building Codes and Americans with Disabilities Act (ADA) Standards. Recessed lighting must meet the 2021 International Energy Conservation Code.

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.