



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

## **SUBMISSION INSTRUCTIONS**

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**Reference Number:** RFP 097-24

**Project Name:** Alternative Sentencing Facility Sleep Room Furniture

### **Background:**

Boulder County is constructing a 55,603 Square Foot Alternative Sentencing Facility located at 3260 Airport Road, Boulder, CO 80301. The facility will house up to 253 residents and will be operated by our Community Services department. The County is requesting proposals to provide the sleep room furniture of double bunk bed frames, single bed frames, and single wardrobe/lockers. In addition to supplying the furniture, the vendor shall provide delivery, coordination, and installation as detailed in the scope of works.

### **Instructions:**

Boulder County uses a [Boulder County Bonfire portal](#) 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 [Boulder County Bonfire portal](#).

**Important:** 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 [Boulder County Bonfire portal](#) 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 [Boulder County Bonfire portal](#).

**Need Help:**

To assist with registration and submission of responses, [watch this 5 minute training video on how to get started with Bonfire](#). 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):** If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator at [ADA@bouldercounty.gov](mailto:ADA@bouldercounty.gov), or call 303-441-1386 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.