



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

SUBMISSION INSTRUCTIONS

Reference Number: BID-120-24

Project Name: St. Vrain Motor Vehicle Remodel - Plumbing and HVAC

Background:

Introduction

Boulder County Building Services (“BCBS” and/or “Owner”), a division of the Public Works Department, will be remodeling and upgrading interior spaces, including the Motor Vehicle department, within the St. Vrain Hub facility at 529 Coffman Street in Longmont, CO. Plumbing work involves adding a new restroom as well as revising the existing public washrooms to meet ADA requirements. Portions of the mechanical system will be revised to accommodate new floor plans, primarily relocating supply ducts, and replacing a rooftop exhaust fan. Existing AHU and VAV’s to remain.

BID and Contract Documents

The BID Documents include items listed below. Please notify Boulder County Purchasing immediately if you are missing any noted information below:

- Drawings BID-120-24
- Insurance Requirements BID-120-24
- Sample Boulder County Construction Contract
- Bid Tab (must fill out and submit with final proposal)

Taxes

The main contractor will be responsible for submitting the state tax exemption form, [DR 0172](#)-Contractor Application for Exemption Certificate, to gain exemption for sales and use.

Inclusions/Exclusions in Pricing Proposal

Proposals should include all demolition, including concrete saw cutting, removal and disposal along with all new work as shown in the project documents. Dumpsters for recycle and trash will be provided by Boulder County. Portable toilets will also be provided by Boulder County.

Contractor Bid Requirements

The attached drawings and specifications and related information represent the overall intentions of BCBS and the Design Team. They are intended to convey the size and scope of the project. Bids should include all necessary materials, labor, and equipment to provide a complete scope.

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, learn how to get started with Bonfire, watch this [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): Boulder County aims to ensure all digital content and documents are accessible. While efforts have been made to maximize accessibility, some types of content have inherent technical limitations. For alternate formats or accommodations, please submit an [ADA Web Accommodation Request Form](#) or email ADA@bouldercounty.gov, or call 303-441-1386. [View the county's accessibility statement](#).