



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

## **SUBMISSION INSTRUCTIONS**

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**Reference Number:** RFP-135-25

**Project Name:** Produce Vendor: Produce Boxes and Delivery

### **Background:**

Boulder County Public Health is seeking a produce vendor to deliver produce bi-weekly to pregnant patients enrolled in a produce prescription program. Patients will be receiving care at the Lafayette or Thornton Clinica Family Health sites and are anticipated to live within a 25-mile radius of those sites. Patients will be enrolled on a rolling basis from when they enter prenatal care until 3 months after delivery. Because this project is part of a USDA study, all participants' private health information is protected. We anticipate offering at least 3 pre-selected produce boxes, that will be designed with input from the patient advisory board and dietitians, that patients can choose from.

### **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](mailto:support@gobonfire.com).

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