



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

SUBMISSION INSTRUCTIONS

Reference Number: SOQ-132-25

Project Name: Cleaners for Boulder County Housing Authority (BCHA)

Information:

General Cleaning Tasks:

- Dusting all surfaces: Including desks, shelves, and windowsills.
- Wiping down and disinfecting hard surfaces: Tables, countertops, and doorknobs.
- Vacuuming, sweeping, and mopping all floors.
- Emptying and sanitizing trash bins.
- Cleaning and disinfecting light switches and other high-touch areas.
- Spot cleaning walls and baseboards: As needed.

Restroom Cleaning:

- Cleaning and disinfecting: Toilets, urinals, sinks, faucets, and countertops.
- Restocking: Toilet paper, paper towels, and hand soap.
- Emptying and sanitizing trash bins.
- Cleaning mirrors.
- Sweeping and mopping floors.

Kitchen/Break Room Cleaning:

- Cleaning and sanitizing: Sinks, countertops, and tables.
- Cleaning appliances: Microwave, refrigerator, and other appliances.
- Washing dishes: Or loading them into the dishwasher.
- Emptying and sanitizing trash bins.
- Sweeping and mopping floors.

Specialized Cleaning Tasks (as needed):

- Carpet cleaning or shampooing.
- Window cleaning.
- Upholstery cleaning.
- Buffing or waxing floors.
- Deep cleaning of equipment or machinery.

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](#).