



Boulder County Purchasing

Downtown Courthouse • 1325 Pearl Street • Boulder, Colorado 80302 • 303.441.3525
Mailing Address: P.O. Box 471 • Boulder, Colorado 80306 • www.bouldercounty.gov

SOQ ANALYSIS AND RECOMMENDATION

Requesting Department: Parks & Open Space

SOQ Title: Parks & Open Space Property Maintenance Services

SOQ No.: SOQ-014-23

SOQ Opening Date: January 3, 2024

No. of Vendors Contacted: 7,018

No. of Minority Owned, Women Owned, Disadvantaged, Veteran Owned Vendors Contacted: 346

This SOQ has been posted in accordance with County Policy.

Evaluated by:

Jason Sauer, Ag Resource Supervisor, Parks & Open Space
Will Towle, Historic Preservation Supervisor, Parks & Open Space
Melissa Sauer, Business Operations Supervisor, Parks & Open Space
Justin Odle, Rental House Management/Ag Lease Coordinator, Parks & Open Space

Bid Responses:

Company Name
Native Edge Landscapes, 4625 Broadway, Boulder, CO 80304
Prop Maintenance LLC, P.O. Box 19502, Boulder, CO 80308

Recommendation:

The evaluation committee recommends awarding SOQ-014-23, Parks & Open Space Property Maintenance Services, to Prop Maintenance, LLC, the most complete bid based on the evaluation criteria in the SOQ. Prop Maintenance has experience with general handyman and construction services which are needed in maintaining and repairing issues that arise with the houses, agricultural structures, and historical buildings.

Note: Pending the ability of Prop Maintenance to acquire the appropriate Contractor's License required by Boulder County.

Not to exceed: \$500,000.00 per year.

Contract Required: Yes No

Account Code: 126-27101-75110-1005-000000-OS51-0000 (account string will change based on materials vs work completed and location code as well as division using the services)

_____/_____
Department Date

I certify this SOQ has been conducted in accordance with Boulder County policy. Purchasing makes no representation regarding the evaluations or recommendations contained in this analysis.

_____/_____
Purchasing Date

Comments:

_____/_____
Chair, Board of Commissioners Date

Attest:

_____/_____
Clerk to the Board Date

Date of Board Action:



Parks and Open Space

5201 St. Vrain Road • Longmont, Colorado 80503
303.678.6200 • Fax: 303.678.6177 • www.bouldercounty.org

DATE: February 7, 2024

TO: Therese Glowacki, Parks and Open Space Director
Courtney Gabriel, Procurement Manager
Ashley Stoltzmann, County Commissioner

FROM: Melissa Sauer, POS Business Operations Supervisor
Justin Odle, Rental House Management/Ag Lease Coordinator

SUBJECT: Bid Waiver for SOQ-014-23; POS Property Maintenance Services

Background:

Boulder County Parks & Open Space has approximately thirty (30) rental houses that are managed and leased by the Rental House Management/Ag Lease Coordinator and may have approximately three (3) additional houses added to the portfolio in 2024. The general and emergency maintenance of these homes is a contracted service. This year when SOQ # 014-23, Boulder County Parks & Open Space Property Maintenance Services, was posted to the public, we received only two (2) proposals. Of the two (2) proposals, only one (1) had the expertise and qualifications needed to fulfill the maintenance needs and to be pro-active in maintaining the houses for our tenants. The goal of Parks & Open Space is to be pro-active in maintaining the homes rather than being reactive to emergency situations. To accomplish this, a good working communication with maintenance service providers is necessary.

Policy:

Based on Procedure 9.1.D.2 – If an office or department receives responses from fewer than three (3) vendors, the office or department may request a bid waiver to add an additional vendor or vendors to the shortlist. An office or department must obtain a bid waiver for any shortlist containing fewer than three (3) vendors.

Request:

Parks would like to award SOQ-014-23, BCPOS Property Maintenance Services to Prop Maintenance, Inc., for a five (5) year contract. Prop Maintenance will be the sole contractor awarded this contract and will be under the supervision of the Rental House Management/Ag Lease Coordinator who will request Work/Projects on an as needed basis.

Budget:

NTE \$500,000.00; 101-27101-75110-1005-000000-OS51-0000

The account string will change based on the division requesting work and the location of the property being worked on.

Approvals:

Therese Glowacki, Director Date

Courtney Gabriel, Procurement Manager Date

_____ – Receipt acknowledged by the Clerk to the Board of County Commissioners

Ashley Stoltzmann, Chair Date

ATTEST: _____
Clerk to the Board of County Commissioners