

HOW TO DO BUSINESS WITH LARIMER COUNTY

TIPS

- Read the entire solicitation & follow instructions closely.
- Attention to detail is a very important factor.
- Attend any pre-bid or pre-proposal meeting. Email questions to the Purchasing Agent before the question cut-off time and date.
- Larimer County ONLY accepts Bids and Proposals submitted via Bidnet. Bids or Proposals submitted by any other means will not be accepted.
- Late submissions are not accepted regardless of circumstance.
- Register in advance for Bidnet! See the Purchasing page for how-to video & document to help you search Bidnet for opportunities.

ITBs & RFPs

All Invitation to Bids (ITBs), Requests for Proposals (RFPs), and any addenda are officially advertised on Bidnet Direct, and we only accept bids and proposals electronically submitted via Bidnet. Bids or proposals submitted by any other means will not be accepted. [Here is a link to Larimer County's Bidnet page.](#)

ITBs and RFPs are also shared on the County's Bids and Proposal page. Consider [signing up to be emailed when a new solicitation is published.](#)

DEPARTMENT REQUESTS FOR QUOTATION (RFQs)

Individual Departments have the ability to make purchases up to \$150,000 by seeking three (3) quotes and are encouraged to publish these opportunities on the Department Request for Quotes page.

Consider [signing up for the Notification List](#) to receive an email when a new Department Request for Quotation is advertised there.

INSURANCE

Larimer County is diligent about enforcing insurance requirements. Regardless of dollar amount, there are often specific insurance requirements the vendor will need to meet in order to do business with Larimer County, particularly if providing a service or delivering to our site with a company vehicle. Know your current insurance coverage, and how much it will cost to add additional insurance if you are awarded the work.

Insurance protects vendors and the County!

DEPARTMENT INFORMATION

Information about each department is found on the [official website of Larimer County](#). For information about the Purchasing Division [consider visiting the Purchasing Division page.](#)

The phone number for the Purchasing Division is 970-498-5955

The physical address of the Purchasing Division is:
200 W Oak Street, Suite 4000
Fort Collins, CO 80521