



ADA COUNTY HIGHWAY DISTRICT

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REQUEST FOR PROPOSALS Legal Notice

2020 Stormwater Basin and Swale Vegetation Management Services

Sealed proposals for 2020 Stormwater Basin and Swale Vegetation Management Services (SB&SVMS) Requests for Proposals (RFP) will be received at the office of the Ada County Highway District (ACHD) located at 3775 Adams Street in Garden City, Idaho, until 2:00 p.m. (Mountain Standard Time) on October 9, 2019, at which time proposals will be publicly opened.

Following the Opening, the Proposal Costs received will be posted to the ACHD Web Site at: <http://www.achdidaho.org> under Bids for Contract in the About ACHD, ACHD Information section, Procurement and Contracting Office page, Services. Please note that Proposal Cost will be considered with Evaluation Criteria for the award of a Service Agreement.

The RFP seeks competitive proposals from firms qualified to manage and maintain vegetation within ACHD Stormwater Basins and Swales at various locations within Ada County.

All prospective respondents are strongly encouraged to attend an RFP Pre-Submission Meeting and Proposal Workshop at 9:00 a.m. on October 1, 2019. As part of this Pre-Submission Meeting, ACHD will provide a workshop to attending respondents concerning the preparation and submission of their proposals. Prospective respondents will meet in the ACHD located at 3775 Adams Street, in Garden City, Idaho. **Although participation in the RFP Pre-Submission Meeting and Proposal Workshop is voluntary, prospective respondents are encouraged to attend as it will be the only opportunity, aside from written inquiry and/or clarification requests, to obtain important information concerning this procurement.**

All questions or clarifications concerning the content and requirements of RFP must be submitted and received in writing by no later than 4:30 p.m. on October 2, 2019. Address all written questions or clarification requests to: Shannon Shaffer, CPPB, Acting PCO Administrator, Ada County Highway District, 3775 Adams Street, Garden City, Idaho, 83714. In addition to mail service, questions or clarification requests may be submitted in writing to by e-mail to procurements@achdidaho.org or by facsimile to 345-7650. ACHD will respond to all questions and clarification requests that require an Addendum via a Final Addenda issued to all known RFP Holders on or before 4:30 p.m. on October 3, 2019.

Copies of the RFP Documents must be obtained from Shannon Shaffer, CPPB, Acting Administrator, Procurement and Contracting Office, ACHD, 3775 Adams Street, Garden City, Idaho, 83714. (208-387-6316). In addition, RFP Documents may be obtained by sending an email to procurements@achdidaho.org. ACHD offices are open Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m.

ACHD reserves the right to reject all Proposals or to reject any Proposal not conforming to the intent and purpose of the RFP content and requirements whenever such action appears to be in the best interest of ACHD. Award of the SB&SVMS Agreement pursuant to this RFP may be delayed by ACHD, without penalty, for up to sixty (60) calendar days after the date and time of submission.


Erica Anderson-Maguire, Environmental Department Manager