



ADA COUNTY HIGHWAY DISTRICT  
**REQUEST FOR PROPOSALS**  
**Legal Notice**  
**FY2022 Commuteride Vans**

Sealed Proposals for FY2022 Commuteride Vans will be received at the offices of Ada County Highway District (ACHD), 3775 Adams Street, Garden City, Idaho, 83714, until 3:00 p.m. (local time) Wednesday, October 13, 2021, at which time the proposals will be publicly opened via Zoom. It is the intent of ACHD Commuteride to purchase up to ten (10) Ten Seat Passenger Vans.

This Request for Proposals (RFP) Legal Notice is also posted on the ACHD website found at <http://www.achdidaho.org> under “About ACHD” in the “ACHD Information” section, “Bids for Contracts”, “Procurement and Contracting Office – Procurements” page, “Materials and Equipment”.

**All prospective respondents are strongly encouraged to attend a Pre-Submission Meeting and Proposal Workshop at 10:00 a.m. on Wednesday, October 6, 2021.** 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 via Zoom provided to all RFP holders. **Although participation in the 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 this Legal Notice or the content and requirements of the RFP Documents must be submitted and received in writing by 4:30 p.m. on October 6, 2021. Address all written questions or clarification requests to: Jesse Goodpasture, Procurement and Contracting 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 by facsimile to 208-345-7650 or by e-mail to [Procurements@achdidaho.org](mailto:Procurements@achdidaho.org). ACHD will respond to questions and clarification requests requiring an addendum via a Final Addenda issued to all RFP Holders on or before 4:30 p.m. on October 7, 2021.

A RFP Holders List will be posted on the ACHD website found at <http://www.achdidaho.org> under “About ACHD” in the “ACHD Information” section, “Bids for Contracts”, “Procurement and Contracting Office – Procurements” page, “Materials and Equipment”.

ACHD has prepared the RFP Documents and copies must be obtained from Jesse Goodpasture, Procurement and Contracting Administrator, Ada County Highway District, 3775 Adams Street, Garden City, Idaho, 83714, (208-387-6316). Email requests for the documents may be made to [procurements@achdidaho.org](mailto:procurements@achdidaho.org). Electronic versions of the documents may be downloaded from [www.demandstar.com](http://www.demandstar.com). 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 reject any proposal not conforming to the intent and purpose of the RFP Documents whenever such action appears to be in the best interest of ACHD. Award of a contract pursuant to this procurement may be delayed, without penalty, for up to sixty (60) calendar days after the date of submission.

Dated September 28, 2021

ADA COUNTY HIGHWAY DISTRICT

  
Tessa Gregor, Commuteride Manager

Dates of Publication: September 28 and October 5, 2021