



ADA COUNTY HIGHWAY DISTRICT
REQUEST FOR PROPOSALS
Legal Notice
2022 Commuteride Minivans

Sealed proposals for the 2022 Commuteride Minivans Request for Proposal (RFP) will be received at the office of the 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 proposals will be publicly opened via Zoom. It is the intent of ACHD Commuteride to purchase up to five, Eight (8) Seat Passenger Vans.

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, Materials and Equipment. Please note that Proposal Cost will be considered with Evaluation Criteria for the award of a Purchase Agreement.

All prospective respondents are strongly encouraged to attend a Pre-Submission Meeting and Proposal Workshop at 10:00 a.m. on Tuesday, October 5, 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 at ACHD located at 3775 Adams Street in Garden City, Idaho. **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. 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. 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 Greigor, Commuteride Manager

Digitally signed by Tessa Greigor
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Date: 2021.09.28 10:00:13 -0600

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