



REQUEST FOR PROPOSALS Legal Notice

2022 Fleet Maintenance Parts

Sealed proposals for the 2022 Fleet Maintenance Parts 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, September 1, 2021, at which time proposals will be publicly opened via Zoom.

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.

The RFP seeks competitive proposals from qualified fleet parts vendors to supply a turnkey parts operation inside ACHD facilities located at 3730 Adams Street, Garden City, Idaho; and a satellite self-serve parts operation at 440 North Cloverdale Road, Boise, Idaho. Work under this project shall commence October 1, 2021 and be completed in its entirety by September 30, 2022. ACHD shall have the option to renew the contract thereafter on a yearly basis.

All prospective respondents are strongly encouraged to attend a Pre-Submission Meeting and Proposal Workshop at 10:00 a.m. on Tuesday, August 24, 2021. As part of this Pre-Submission Meeting, ACHD will conduct a workshop for attending respondents concerning the preparation and submission of their proposals. Prospective respondents will meet via Zoom. Meeting information will be given 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 the content and requirements of the RFP Documents must be submitted and received in writing by 4:30 p.m. on August 25, 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, written questions or clarification requests may be submitted by facsimile to 208-345-7650 or by e-mail to procurements@achdidaho.org. ACHD will respond to all questions and clarification requests requiring an addendum via a Final Addenda issued to all known RFP Holders on or before 4:30 p.m. on August 26, 2021.

Copies of the RFP Documents must be obtained from the Procurement and Contracting Office, ACHD, 3775 Adams Street, Garden City, Idaho, 83714. (208-387-6316) Monday through Friday 8:00am to 4:30pm.

Proposals must be accompanied by a bid security in the form of a certified check, cashier's check, or a bid bond issued by a surety authorized to issue such bonds in the State of Idaho, in an amount of five percent (5%) of the total amount of the cost proposal submitted.

The right is reserved 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 Purchase Agreement pursuant to this RFP may be delayed, without penalty, for up to sixty (60) calendar days after the date of submission.

Dated this August 17, 2021

ADA COUNTY HIGHWAY DISTRICT

Jennifer Berenger, Maintenance Deputy Director

Dates of Publication: August 17 and 24, 2021