



ADA COUNTY HIGHWAY DISTRICT

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REQUEST FOR PROPOSALS

Legal Notice

2022-23 Commuteride Marketing Services

Sealed proposals for the 2022-23 Commuteride Marketing Services 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 3:00 p.m. (Mountain Standard Time) on August 18, 2021. The RFP seeks competitive proposals from qualified marketing and advertising firms to assist Commuteride in implementing its Marketing Plan over the next two (2) years.

The RFP Documents must be obtained between 8:00 a.m. and 4:30 p.m., Monday through Friday, from Jesse Goodpasture, Procurements and Contracting Administrator, Ada County Highway District, 3775 Adams Street, Garden City, Idaho, 83714.

All prospective respondents are strongly encouraged to attend a Pre-Submission Meeting and Proposal Workshop at 10:00 a.m. on Wednesday, August 11, 2021. As part of this Pre-Submission Meeting, ACHD will provide a workshop to attending respondents concerning the preparation and submission of their proposals. This meeting will be conducted via Zoom. The link will be supplied to all RFP holders requesting documents from ACHD. **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 RFP must be submitted and received in writing by no later than 4:30 p.m. on August 11, 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 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 August 12, 2021.

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 ACHD Commuteride Marketing 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.

Tessa Greigor, Commuteride Manager

Publication Dates: August 3 and 10, 2021