



ADA COUNTY HIGHWAY DISTRICT

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REQUEST FOR PROPOSALS Legal Notice

2022 Commuteride Light Vehicle Maintenance and Repair Services

Sealed proposals for the 2022 Commuteride Light Vehicle Maintenance and Repair 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 September 22, 2021, at which time the 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, 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 qualified firms interested in providing Light Vehicle Maintenance and Repair Services. Work under this project shall commence upon execution of the Service Agreement and be completed in its entirety by September 31, 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, September 14, 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 September 15, 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 (208) 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 September 16, 2021.

Copies of the RFP Documents must be obtained from the Procurement and Contracting Office, 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 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.

Dated this September 7, 2021.

Digitally signed by Tessa Greigor
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Date: 2021.09.01 12:57:30 -0600

Tessa Greigor, Commuteride Manager

Publication Dates: September 7 and 14, 2021