



REQUEST FOR PROPOSALS 2022 Managed Print Services Legal Notice

Sealed Proposals for 2022 Managed Print Services procurement will be received by Ada County Highway District (ACHD) located at 3775 Adams Street in Garden City, Idaho, until 3:00 p.m., Wednesday, August 4, 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 page, Services. Please note that Proposal Cost will be considered with Evaluation Criteria for the award of a Managed Print Services Agreement to be effective between October 1, 2021, and September 30, 2022. ACHD will have an option to extend this agreement for one additional year.

All prospective respondents are strongly encouraged to attend a Pre-Submission Meeting and Proposal Workshop at 10:00 a.m. on Tuesday, July 27, 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.**

Aside from those addressed at the Pre-Submission Meeting and Proposal Workshop, all additional questions or clarification requests concerning the content and requirements of this RFP **must be submitted and received in writing by 4:30 p.m. on July 28, 2021.** Address all written questions or clarification requests to Jesse Goodpasture, Procurement and Contracting Administrator, by the following transmission options: via e-mail to procurements@achdidaho.org, via facsimile to 208-345-7650, or via mail service to Ada County Highway District, 3775 Adams Street, Garden City, Idaho, 83714. ACHD will respond to 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 July 29, 2021.**

ACHD has prepared the RFP Documents and copies must be obtained from the Procurement and Contracting Office, Ada County Highway District, 3775 Adams Street, Garden City, Idaho, 83714 (208-387-6316). ACHD offices are open Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. The RFP Documents may also be obtained via the three transmission options cited above.

The selected respondent will be the firm who, in the sole opinion of ACHD, provides the best value and is best qualified to provide the Managed Print Services. ACHD reserves the right to reject any and all responses not conforming to the intent and purpose of this procurement.

Dated this July 20, 2021

ADA COUNTY HIGHWAY DISTRICT

Paul Daigle, Chief of Staff

Dates of Advertisement: July 20 and 27, 2021