



**REQUEST FOR PROPOSALS**  
**2022 Custodial Services**  
**MD-1739**  
**Legal Notice**

Sealed Proposals for 2022 Custodial 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 25, 2021, at which time the proposals will be publicly opened via Zoom.

**All prospective respondents are strongly encouraged to attend a Pre-Submission Meeting and Proposal Workshop at 9:30 a.m. on Tuesday, August 17, 2021.** As part of this Pre-Submission Meeting, Site Visits of all the ACHD facilities requiring Custodial Services will be conducted. Please allow approximately three hours for the Site Visits. Prospective respondents will meet at the ACHD Administration Offices located at 3775 Adams Street in Garden City, Idaho. **Although participation in the Pre-Submission Meeting and Site Visit 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. This is also the ONLY time a Site Visit will be conducted.**

All questions or clarifications concerning this RFP or the content and requirements of the RFP Documents must be submitted and received in writing by 4:30 p.m. on August 18, 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](mailto: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 Addendum issued to all known RFP Holders by 4:30 p.m. on August 19, 2021.

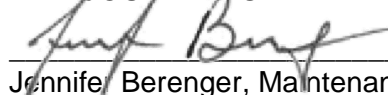
All Proposals must be accompanied by a Bid Bond, Cashier's Check, or Certified Check made payable to ACHD in the amount of five percent (5%) of cost amount. Upon award by ACHD, the successful bidder will be required to furnish the necessary proof of Licensure, Bonding, and Insurance as described in the RFP Documents prior to the execution of the Services Agreement.

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, 208-387-6130. 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 Custodial Services. ACHD reserves the right to reject any and all responses not conforming to the intent and purpose of this procurement. Award of the Agreement pursuant to this RFP may be delayed, without penalty, for up to sixty (60) calendar days after the date of submission.

Dated August 10, 2021

ADA COUNTY HIGHWAY DISTRICT

  
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Jennife Berenger, Maintenance Deputy Director