



**SHERRI YBARRA**  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

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## **Recommendations for Bidding School Buses**

1. Develop bid specifications. Bus specifications can be found under <http://sde.idaho.gov/student-transportation/index.html>, depreciation. Include other imported requirements such as trade-ins, delivery dates, etc., if applicable.
2. District may “piggy back” off of already advertised and awarded bids according to Idaho Code sections 67-2803 (1) and 67-2807(1), <http://legislature.idaho.gov/idstat/Title67/T67CH28SECT67-2803.htm>, <http://legislature.idaho.gov/idstat/Title67/T67CH28SECT67-2807.htm>
3. Advertise request for bus bids in local paper according to Idaho Code section 67-2806, <http://legislature.idaho.gov/idstat/Title67/T67CH28SECT67-2806.htm>
4. Bids should be opened at advertised date and time and upon further review awarded by the board during the board meeting.
5. If the district chooses to award a competitively bid contract involving the procurement of personal property or services to a bidder other than the apparent low bidder, the district shall follow Idaho Code section 67-2806, <http://legislature.idaho.gov/idstat/Title67/T67CH28SECT67-2806.htm> subsection (2)(i) and (2)(j).