



SHERRI YBARRA
SUPERINTENDENT OF
PUBLIC INSTRUCTION

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Student Transportation **Best Practices for Purchasing School Buses**

1. Start the procurement process at least six months before the expected delivery date. In many cases, because of manufacturing demands at the factory and production turnaround time, schedules for state inspection and delivery may be extended and the district may not get the bus placed on the depreciation schedule within the preferred time frame.

School buses ordered after December 31 would be subject to these delays and delivered after June 30 will be placed on next year's depreciation schedule.

2. Develop bid specifications. We strongly suggest the districts and contractors use the bid menu form provided under [Basic Bus](#). Contact your regional specialist should you have any questions regarding the menu system.
3. This form makes it easy for the vendors to build your bus and provide you with their best bid. This form speeds up the new bus inspection process as it give the inspector's an easy-to-read form to ensure your bus meets Idaho standards and is equipped with the options you requested. Do not use copies of outdated bid specifications as these do not match current bus manufacturing standards.

You should contact each vendor and ask what they can or cannot provide. Each vendor may have something different that they offer. Be sure to write your specification so that all vendors may provide a bid. All vendors can provide equipment meeting Idaho standards. Include other imported requirements such as trade-ins, and delivery dates, if applicable.

4. Advertise request for bus bids in local paper according to [Idaho Code section 67-2806](#).
5. Bids should be opened at advertised date and time and upon further review awarded by the board during the board meeting.
6. 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](#), (2)(i) and (2)(j). Copies of letters to vendors shall be sent to SDE as part of the bus purchase documentation for depreciation calculation.
7. District may "piggy back" off of already advertised and awarded bids according to [Idaho Code sections 67-2803 \(1\)](#) and [67-2807\(1\)](#).

Contract prices, terms, and conditions shall be extended to State of Idaho agencies, departments, divisions, bureaus, universities, institutions, and so forth as per the specifications of the contract. Contract prices, terms, and conditions may be extended to other public agencies as defined in [Idaho Code section 67-2327](#) which reads:



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"Public Agency means any city or political subdivision of this state, including but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho."

The original bid advertisement shall have included the aforementioned clause as well as advertised for an infinite quantity of buses.

Duplication of the price and substance of a contract for like goods or services shall mean the purchase of an identical bus for an identical price, with no exceptions or changes to the features of the property and the price of the property.

Modifications made to the features and /or the price of the property will void the contract previously bid by state or its political subdivisions. The date of the subsequent purchase shall not exceed 365 days from the date of the original purchase.