

“QUICK LIST” FOR BIDDING PUPIL TRANSPORTATION CONTRACTS

1. Develop bid specifications. Information contained in the model contract should be part of the bid specifications. Other bid specifications must not conflict with the model contract or applicable laws and regulations. Bid specifications may include the methods the district will use to determine “lowest responsible bidder.”
2. A draft copy of the contract between the school district and the successful bidder should be developed at the same time as the bid specifications. The draft contract should adhere to the model contract furnished by the Department of Education, but may include other specific items listed in the bid specifications.
3. The district shall send the bid specifications and/or draft contract to the Department of Education for review of compliance with applicable laws and regulations.
4. Send notification of intent to bid to persons listed on the contact list maintained by the Department of Education. We suggest that you notify these people one to six months before your expected bid opening.
5. Publish notice in accordance with Idaho Codes 33-402(2) and 33-601.
6. Send bid specifications to those expressing interest in bidding.
7. The district may want to schedule a pre-bid conference several weeks before the bid opening to allow interested parties to clarify any questions they might have about the bid specifications.
8. Open bids at the advertised date and time.
9. Evaluate the bids for overall “lowest responsible bidder.” This may include checking references, calculating total costs, and various other objective methods of evaluation.
10. Award the bid to the lowest responsible bidder.
11. Negotiate with the successful bidder the final wording of the draft contract. These negotiations cannot change the original bid specifications or bid amounts.
12. Send final copy of contract to the Deputy Attorney General at the Department of Education for approval. Also send copies of bids or bid summary sheet. If awarded to other than the lowest cost bidder, send documentation supporting bid award.
13. Both parties must sign the approved contract.