



Yellow Bus Maintenance RFP Process

Updated Feb. 2025

This contract will run July 1, 2025 through June 30, 2027

Bruneau - Grand View will use [I.C. 67-2806A Request for Proposal](#) as an alternative to the competitive bidding process required by section [67-2806](#). Utilizing I.C. 67-2806A will allow BGV to consider factors such as (c) price (cost), (d) vendor experience in the market, (f) differences among vendors in their ability to perform contract requirements in a timely or efficient manner, (h) product quality, (i) product performance records, (j) past performance by a vendor and (k) future product maintenance or service requirements.

While the Contractor's cost is of great importance, proposing the lowest price will not assure award of the service. The school demands safe, reliable, on-time and efficient service; failure to address the school's concerns and/or requirements for any such matter will disqualify the Contractor from consideration.

Timetable:

- BGV Trustees approve committee to review RFP's. Feb 9, 2021 - 7:00pm MST
- Notice sent to local newspapers for advertisement Feb 11, 2021
- Second notice in the newspaper(s) one week following the first notice.
- Deadline for Questions (must be in writing) March 1, 2021- 4:00pm MST
- Respond to Questions by March 4, 2021- 4:00pm MST
- **Deadline for Submittal to BGV District Office March 8, 2021- 4:00pm MST**
- RFP's are reviewed and discussed by Board-approved committee - TBD
- Board Mtg to discuss committee's recommendations April 13, 2021 - 7:00pm MST
- A letter will be mailed to all parties who responded to the RFP, notifying all parties of who was awarded the contract.



As allowed in Idaho Code 67-2806A, BGV may choose to award a competitively bid contract involving the procurement of personal property or services to a bidder other than the apparent low bidder. If BGV exercises this right, BGV will declare its reason or reasons on the record and shall communicate such reason or reasons in writing, to all who have submitted a competing bid. The attached rubric will be used. If any participating bidder objects the bidder may respond in writing within seven (7) calendar days of the date of transmittal of notice. The governing board shall review

its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, setting forth its reason or reasons therefore. After completion of the review process, BGV may proceed as it deems to be in the public interest.

Each bid will be evaluated based on criteria and priorities as defined by BGV, which will choose the submission that, taken as a whole, and in BGV's sole opinion, is in the best interest of the organization.

Sealed envelopes containing responses to this bid solicitation shall be delivered to:

JayDene Aquiso
Bruneau - Grand View School District
39678 State Highway 78
Bruneau, ID 83604

It is the sole responsibility of the bidder to ensure the envelope is received by BGV. Bidders are encouraged to contact BGV directly to ensure the bid is received.

Questions regarding the bidding process, or objections to the results, are to be provided in writing and submitted to the address above or emailed to JayDene Aquiso at jaquiso@sd365.us



Section to be Completed by Bidder

Name of Business:

Years of experience with large diesel engines and diesel-powered machinery:

References for similar work (large diesel engines and diesel-powered machinery) completed:

1. _____

2. _____

By submitting a bid, bus maintenance providers agree (if selected) to:

1. Provide timely (same day or next day, if requested) and thorough emergency services on BGV's yellow buses, as needed
 2. Follow all SDE guidelines and BGV policy specific to transportation and busing,
 3. Use the [Guidelines for School Bus Inspections](#) form when conducting 60-day and annual inspections,
 4. Complete and submit the [60-Day School Bus Inspection Form](#) found on the SDE website, for each 60-day inspection.
 5. Complete and submit annual inspections, in writing, in the digital form provided by the State Department of Education (in IBUS).
 6. Enter all data into IBUS, using the login information provided by BGV
 7. Bill *each month* for services provided
 8. Be present, on site, for all SDE bus inspections conducted on BGV buses
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- Yearly inspections take, on average, 6 to 8 hours to complete.
 - 60 - day inspections take, on average, 90 to 120 minutes to complete



The bidder agrees to charge _____ for an hourly shop/labor rate.

The bidder agrees to charge **vender cost plus** _____% for parts and accessories (i.e. including but not limited to batteries, fan belts, brake, filters, lights, etc) which are purchased through this bidder. Bidder agrees to allow an audit of files to ensure accuracy of chargers.

Bidder agreed to charge _____ per mile for service calls, in addition to the agreed-up hourly rate indicated above.

Signature:

Date:



RFP Scoring Rubric

Completed by the assigned committee
Rate bidders 1 (low) to 5 (high)

1. Previous work history	Score (1-5)	
Timely Completion of work: Work is completed in a timely manner, which gets BGV buses and equipment back into use quickly	_____	Weighted 40%
Quality of work completed: Repairs are thorough and rarely taken back in for the same problem(s) once repaired	_____	
Billing: Charges were billed to BGV, on time, each month.	_____	
iBus: Bidder knows iBus system used for transportation billing and accounting.	_____	
Record Keeping: Bidder keeps meticulous records of completed maintenance. Willing or able to use iBus to maintain records.	_____	
Total for previous work history section:	_____	
2. Cost		
Shop Rate: How does the shop rate compare to local rates and other bidder rates?	_____	Weighted 50%
Service call rate: How does the rate for service calls compare to local rates and other bidder rates?	_____	
Parts: Is the cost (%) over vendor reasonable?	_____	
Total for cost section:	_____	
3. Location		
Distance: How far is the bidder's shop from Rimrock?	_____	Weighted 10%
Total from section #1, multiplied by 0.4	_____	
Total from section #2, multiplied by 0.5	_____	
Total from section #3, multiplied by 0.1	_____	
Grand Total	_____	



TITLE 67
STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 28
PURCHASING BY POLITICAL SUBDIVISIONS

67-2806A. REQUEST FOR PROPOSAL. (1) A political subdivision may utilize a request for proposal process as set forth in this section as an alternative to the competitive bidding process required by section [67-2806](#), Idaho Code, when the political subdivision contemplates a procurement for goods or services for which:

- (a) Fixed specifications might preclude the discovery of a cost-effective solution;
- (b) A specific problem is amenable to several solutions; or
- (c) Price is not the sole determining factor for selection.

(2) Factors that may be considered in the evaluation of vendors in a request for proposal process include, but are not limited to:

- (a) An innovative solution that is offered;
- (b) Unique product features;
- (c) Price;
- (d) Vendor experience in the market;
- (e) Financial stability of a vendor;
- (f) Differences among vendors in their ability to perform contract requirements in a timely or efficient manner;
- (g) Ability to meet product specifications;
- (h) Product quality;
- (i) Product performance records;
- (j) Past performance by a vendor;
- (k) Future product maintenance or service requirements; and
- (l) Product warranties.

(3) At a minimum, a request for proposal shall state the instructions of the process, the scope of work for the goods or services contemplated, the selection criteria, contract terms and the scoring methodology applying relative weights to factors considered.

(4) Notification, solicitation and consideration of contests concerning the award of procurement pursuant to a request for proposal shall be in accordance with the minimum requirements established in section [67-2806](#), Idaho Code, subject to the selection criteria established at the outset of each such procurement. Records compiled in the scoring process shall be made available for public inspection when a procurement recommendation is made to the governing board.

History:

[67-2806A, added 2017, ch. 197, sec. 7, p. 493.]