November 15, 2019

The purpose of this document is to provide information concerning the school bus purchase process for Wyoming public school districts for 2019-20.

On October 24, 2019 a public bid opening was held by WDE. The lowest responsible bidder was chosen for each bus configuration, taking into consideration specifications offered, not just the lowest price.

Districts wishing to purchase a type A, C or D bus must follow the process outlined below:

1. Submit a WDE621A requesting replacement for a current fleet bus.
2. WDE will take the request to the agency transportation committee for approval.
3. Upon approval, a letter will be sent to the district’s transportation supervisor and business manager listing the maximum reimbursement price (base price highlighted blue) for the same size and type of bus. The approval letter will also list the items included in the base price that can be declined by the district. Declined items will be subtracted from the base price.
4. Districts may utilize the State’s bid and place an order for a vendor, type, and configuration listed on the FY2020 Student Transportation Bus Bids. The amount reimbursed will always be the lesser of the base price highlighted in blue or the price listed on the invoice.
   a. Districts have the option to decline items (highlighted yellow)
   b. Regardless of the vendor, the reimbursement price will always be the price highlighted in blue, or the actual invoice amount, whichever is less. Amounts for items declined will always be subtracted from the price highlighted in blue.
5. Once the bus is delivered, submit a WDE621B to add the new vehicle to your fleet and remove the old one.
6. Work with vendor to submit invoice and notarized itemized build sheet to WDE.

Contact Information:
Trystin Green
307-777-6206
Trystin.Green@wyo.gov
https://edu.wyoming.gov/beyond-the-classroom/school-foundation/transportation/