



April 26, 2017

MEMORANDUM

TO: Interested Vendors

FROM: Chris N. Hartley, Ed D., Superintendent

SUBJECT: FURNISHING ONE SCHOOL BUS FOR THE HUMBOLDT COUNTY
OFFICE OF EDUCATION

The Humboldt County Office of Education will receive bids for one diesel-powered Type I school bus.

If you are interested in bidding, please be sure to carefully read the bid instructions and conditions. Specifications and a description of the bus desired are attached. Submit the completed Request for Bids form with the proper signature. Make copies for your files.

Please state your estimated delivery date after receipt of the order. If you choose to not deliver the bus to the Humboldt County Office of Education, please state any discount allowed for the bus to be picked up at your specified location.

Seal and mark your envelope as follows: "SCHOOL BUS BID. The bid deadline is 3:00 PM Friday, May 26, 2017. Sealed bids must be received by that time at the Humboldt County Office of Education, Attention: Jamie Lee, 901 Myrtle Avenue, Eureka, CA 95501.

It is anticipated that the bid will be awarded at the May 17, 2017 board meeting with delivery on or after July 1, 2017 and before August 9, 2017. If you have any questions regarding the bid, please contact Tom McGinnis, Transportation Supervisor, at (707) 441-2071, or Jamie Lee at (707) 445-7065 Thank you.

CNH:TM:JL:jm