

## NOTICE TO BIDDERS

RE: Special Education Pupil Transportation Services  
Covina-Valley Unified School District & East San Gabriel Valley SELPA

NOTICE IS HEREBY GIVEN that the Covina-Valley USD, acting by and through its Governing Board, on behalf of, and as a part of, the East San Gabriel Valley Special Education Local Plan Area (the "DISTRICT") hereby invites and will receive sealed bid bids from interested and qualified Bidders for furnishing Special Education Pupil Transportation Services, beginning with the 2016-17 School Year on August 1, 2016.

Each Request for Bid submittal must provide all information requested herein in accordance with the forms and requirements set forth herein, including a Cover Letter, completed Bid Form Price Schedule (Cost Bid) (Attachment A), a completed Bid Questionnaire (Attachment B), and a bid bond or a bid guarantee, as discussed below.

A mandatory pre-bid conference will be held from **10: 00 a.m. – noon, January 5, 2016, at Covina-Valley USD, 519 E. Badillo St., Covina, CA 91723.** The DISTRICT will provide a sign in sheet at pre-bid conference. All interested bidders must arrive at the pre-bid conference on time, sign the DISTRICT's sign in sheet, and stay for the entire pre-bid conference. Bidders failing to attend this conference on time and in its entirety will have their bids rejected and returned unopened.

Please contact Robin Harbert at the Covina-Valley Unified School District, 519 E. Badillo St., Covina, CA 91723, (626) 974-7600 ext. 2128, for copies of the bid package.

Said sealed bids must be delivered to the Covina-Valley Unified School District, ATTN: Robin Harbert, by 12:00 PM, January 19, 2016, to 519 E. Badillo St., Covina, CA 91723. The envelope containing the sealed RFB should be clearly marked:

**"PUPIL TRANSPORTATION SERVICES BID #15-16-109" ATTN: Robin Harbert**

Said sealed bid must be received by the DISTRICT no later than **12 pm on January 19, 2016.** All bidders are solely responsible for ensuring its bid is received at the time and location noted above. The DISTRICT is not responsible for any bid received late due to mailing issues. The DISTRICT reserves the right to reject all bids, reject any and all non-responsive bids, and to waive any informality, technical defect or clerical error in any RFB. Any bidder may withdraw his or her bid, either personally or by written request, at any time prior to the scheduled closing time for receipt of bids.

No bidder may withdraw any bid for a period of sixty (90) days after the date set for the opening of bids.

By: Robin Harbert  
Purchasing Supervisor  
Covina-Valley Unified School District