



DATE: September 17, 2025

TO: Weber School District Board of Education, Superintendent Gina Butters

FROM: Brock Mitchell, Business Administrator  
Jared Abney, Assistant Director - Special Education

SUBJECT: Special Education Van Purchase

The Special Education Department has utilized district vans in its vehicle rotation for many years. These vans are used to transport students to specialized programs, community-based instruction, and other activities that support individualized education needs. With the addition of West Field High School and the increased reliance on transportation for students with special needs, there is a pressing requirement to phase out vehicles that are unsafe or mechanically deficient. These vehicles no longer meet the necessary safety standards for transporting students and must be replaced to maintain compliance and safety.

An example estimate has been obtained for a wheelchair-accessible van under the State Contract. The costs provided in the estimate are as follows:

- **State Contract Order Price** – \$58,688.00
- **Upfit for Wheelchair Access** – \$26,562.00
- **Shipping** – \$1,500.00
- **Total Estimated Cost per Van** – \$86,750.00

We are currently seeking competing bids to ensure the most cost-effective purchase, while maintaining compliance with accessibility and safety requirements. Additionally, we will assess the potential of purchasing lightly used, safety-compliant vans, which could enable the district to acquire multiple vehicles for the cost of a single new unit.

In accordance with Weber School District Policy 3310 – Bidding Requirements and Purchase Limits, *all vehicle purchases must be approved by the Board of Education regardless of dollar amount*. Therefore, we are requesting approval from the Board to initiate the procurement process for these vans, with final purchase pending completion of the bid process and board authorization.

If you have any questions, please contact me at (801) 476-7841 or by email at [bmitchell@wsd.net](mailto:bmitchell@wsd.net)