



Mark Dodge, Superintendent
Michelle Patterson, Board Clerk • Payroll Specialist
Nathian Oehlert, Director of Financial Operations • Board Treasurer

P.O. Box 67 | 715 Chapel Street | Baldwin City | Kansas | 66006
Phone: (785) 594-2721 Fax: (785) 594-3408

<http://www.usd348.com>

January 21st, 2026
Amended February 5, 2026

REQUEST FOR PROPOSAL

Proposals will be received by the Board of Education of Unified School District No. 348, Douglas County, Kansas at the district office in Baldwin City, Kansas, Copier Lease. Proposal specification items are attached.

Mail or deliver sealed proposal to:

USD 348 Baldwin City Schools
USD 348 Copier Lease
Attn: Director of Financial Services
715 Chapel Street
Baldwin City, KS 66006.

Email Proposal:

Emailed proposals to be sent to noehlert@usd348.com
(email subject line to read **USD 348 Copier Lease**)

Proposal Deadline:

Proposals will be due February 25th, 2026 at 9:30 a.m.
USD 348 District Office
715 Chapel Street,
Baldwin City, KS 66006

Proposal opening:

Proposals will be opened February 25th, 2026 at 10:30 a.m. at the
USD 348 District Office
715 Chapel Street,
Baldwin City, KS 66006

Contacts:

Kay Hartzel, Director of Technology
785-594-2721, ext. 106, khartzell@usd348.com

Nathian Oehlert, Finance Director
785-594-2721, ext. 104, noehlert@usd348.com

Sealed proposals must be marked **USD 348 Copier Lease** and mailed or hand delivered on or before the deadline above to be considered for the project. Electronically sent proposals will be sent to the email above, noehlert@usd348.com, and will have **USD 348 Copier Lease** in the subject line. Failure to do so may result in premature opening or failure to open the proposals. Proposals received after the date and time specified in the Request for Proposal will not be opened or considered. Proposals submitted prior to the time of opening may be withdrawn by written requests. Withdrawn proposals may be changed and resubmitted, provided they are received prior to the proposal deadline. All proposals will be opened publicly at the time specified above. Each proposal shall be subject to acceptance or rejection by the board within thirty (30) days following the opening. The Board retains the right to refuse any or all

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proposals. Payment will be made upon completion of the project.

Baldwin City USD 348 is seeking proposals for a Copier Lease beginning approximately July 2026. We are seeking copiers for four schools and two office buildings. Current fleet of printers include Ricoh IM5000 (5), IM6000 (4), IM430 (2), and IMC6000 (1) (to include post script for all printers) for comparison. We are seeking a total of up to 13 (adding an additional printer for new BHS building addition) copiers of different functionality. Please price the copiers separately. Options noted on the specification sheet should be priced separately. Please include training for staff at each building and in-depth training for the copy center staff. Include a quote for your company to handle the return of our current Ricoh copiers.

All copiers must include basic functions like duplex copying, network printing and scanning. Our goal is to provide durable copiers that can withstand high volume use and multiple users, on a user-friendly platform that works well in a Mac/Chrome book environment.

Submit proposals by Wednesday February 25th, 2026, to Nathian Oehlert, Director of Financial Operations. Proposals will be reviewed and a recommendation presented to the Board of Education on Monday March 23rd, 2026. The board retains the right to reject any or all proposals.

Please complete the following and include it with your proposal:

Name of your company _____

Brand and model(s) of copiers proposed _____

Name of agency or cooperative holding current contract _____

Lease term in months _____

Number of copies included in proposal _____

Rate charged for additional copies: B/W _____ Color _____

How often is overage invoiced? _____

Does under use carry over to the next billing cycle? _____

Are staples and toner included in the lease payment contract? _____

Does proposal include calls to your IT staff during regular business hours? _____

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Explain the process for equipment return at end of lease and who pays for it.

How are recurring problems on the same copier handled?

Explain any add-ons that are recommended for use in a Mac/Chrome Book environment.

Do your proposed copiers include USB ports to print from other devices? _____

Is basic scanning in color? _____

We request the following information be provided in addition to your proposal. Please note the items attached:

_____ Existing contract under which pricing has been used in your proposal

_____ References from 5 Kansas school districts using the products in your proposal. Include contact information and the number of years consecutively served by your company

Maximum weight running through the regular paper tray _____

Maximum weight recommended for the bypass feeder _____

Recommended weight or quality of regular copy paper used _____

If you have any questions concerning the project, please contact Kay Hartzell, Director of Technology (khartzell@usd348.com) or Nathian Oehlert, Director of Finance (noehlert@usd348.com)

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Model	Location Address	Avg Monthly Vol	Last Meter				
IM5000	415 Eisenhower Rd	37,018	1,756,020	BHS Library			
IM6000	500 Lawrence St	25,609	1,415,422	PC Office			
IM6000	400 Eisenhower Rd	22,515	1,246,939	JH Office			
IM6000	100 Bullpup Dr	21,363	1,331,703	IC Office			
IM5000	400 Eisenhower Rd	19,626	1,053,245	JH Workroom			
IM5000	415 Eisenhower Rd	17,618	987,561	BHS Workroom			
IM5000	500 Lawrence St	13,910	826,457	PC Pod Copier			
IM6000	415 Eisenhower Rd	9,921	552,798	BHS Office			
IM5000	100 Bullpup Dr	8,977	549,026	IC Library			
430 or similar	415 Eisenhower Rd	est 8000	new	BHS CTE			
IMC6000	715 Chapel St	5,773	285,654	DO			
IM430F	416 Quayle St	3,220	107,376	DSS			
IM430F	415 Eisenhower Rd	1,587	62,938	BHS Counselor			