



P.O. Box 67 | 715 Chapel Street | Baldwin City | Kansas | 66006

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

Phone: (785) 594-2721 Fax: (785) 594-3408
<http://www.usd348.com>

August 20, 2026

REQUEST FOR PROPOSAL

Written sealed 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 for the fabrication and installation of custom wooden lockers and two shelves in the girls varsity locker room in the Junior High School. See attached proposal sheet and drawings.

On site meetings: Meetings will be scheduled from August 24-September 11
Contact Michael Elliott, Director of Facilities
620-842-2874 to schedule a meeting.

Vendors Responsibilities: Payment bond (public works bond) if project exceeds
\$100,000.00
Permits, Inspections
Project completion no later than November 28, 2026
Certificate of Insurance

Mail or Hand Deliver Packets to: USD 348, Director of Financial Operations
PO Box 67, 715 Chapel Street, Baldwin City, KS 66006
Emailed packets will not be accepted.

Proposal Deadline/Opening: September 18, 9:30 am deadline, 10:00 am opening
USD 348 District Office
715 Chapel Street

Payment Terms: Payment will be made upon satisfactory completion of the
project. Invoices are paid once a month after board approval.
Submit invoice to accountspayable@usd348.com or mail to:

Accounts Payable
PO Box 67
Baldwin City KS 66006

Contacts: Michael Elliott, Director of Facilities
Office-785-594-2721 Cell-620-842-2874
melliott@usd348.com

Nathian Oehlert, Director of Finance
Office 785-594-2721 x104
noehlert@usd348.com



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Proposal packets must be sealed, marked **Girl's Lockers** and addressed to the Director of Finance, USD 348. Failure to do so may result in premature opening of or failure to open such packets. Packets will not be received after the date and hour specified in the Request for Proposals. Proposal packets submitted prior to the deadline may be withdrawn by written requests. Proposals which are withdrawn, may be changed and resubmitted, provided they are received prior to the time set for opening of the packets.

All proposals will be publicly opened at the time specified in the Request, although pricing will not be discussed. 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 proposals.

Teaching and Learning for Excellence

The following proposal sheet is for twelve stadium style lockers and two shelves and for installation of the items in the girls varsity locker room located at Baldwin City Junior High School. Drawings are included in the bid packet and can be used as a guide for dimensions.

The twelve lockers will be of sturdy construction with Maple or Oak appearance with stain and finish suggestions to be included with the proposal. The edges that will be seen will be covered and protected with a protective edge banding to match the wood or enhance with school colors. Each locker should have vented storage in the bottom with a cushioned lid for seating. As per the drawings, the space will accommodate eight lockers along the North wall and four lockers and shelves along the East wall. Custom graphics, padded seat, name plate and bracket, and clothing hook can be added to the proposal.

If you would like a site meeting, please contact Mike at 620-842-2874 to make arrangements for the meeting. Site meeting notes will be emailed to everyone that responds to the **Request for Proposals**. The installation of the lockers will be during the week of November 23, 2026 and must be completed on or before November 28, 2026.

Bidders Responsibilities

Please ensure your packet includes each of the following items:

- The possible fabrication, delivery, and installation of twelve custom wooden lockers and two custom wooden shelves
- Warranty Information
- Any city permits and/or inspections needed
- Travel
- Equipment Rental
- Labor
- Project Management
- Cleaning of the project area up to District standards and satisfaction
- Certificate of Insurance

Surety Bonds will be required by the accepted bidder if the overall price of the project exceeds \$100,000.00

Districts Responsibilities

- Ensure space is ready to accept lockers and shelves-existing old shelves moved.
- Build wall with blocking for locker installation
- Provide access to the building

Proposal Sheet

USD 348, Baldwin City School District
Girl's Lockers
PO Box 67
715 Chapel St
Baldwin City KS 66006

Sealed proposal packets must be received at the address above by September 18, 2026 at 9:30 am. A public opening will take place at 10:00 am on the same date and at the same location. All proposals are subject to evaluation prior to acceptance. Qualified proposals will be presented to the BOE at the next available meeting for approval. 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 proposals.

In compliance with your Request for Proposal, we hereby submit our proposal for the above project. Having examined the specifications and any plans that were made available, and being familiar with all conditions surrounding the proposed project, including the availability of materials and labor, we hereby propose to furnish all supervision, labor, materials, and supplies, and to construct the project in accordance with items discussed with the owner and the specifications supplied.

Base Bid-Lockers and Installation

Furnish all labor, material, equipment, supervision, insurance, permits, taxes, bonds and any other items needed to complete the work associated with the Request for Proposal dated August 20, 2026.

Girls Locker Room Lockers

August 20, 2026

USD 348 and the Board of Education reserves the rights to consider the products proposed, installation timeline and other factors at their sole discretion in the evaluation of bids.

The undersigned understands and agrees that all work shall be completed in a timely manner and ideally will be completed prior to November 28, 2026. There will be no alternate install dates or timelines for this project if it can not be completed by the November 28 deadline.

Insurance: Bidder shall procure and maintain Workers' Compensation Insurance, Employer's Liability Insurance (\$1,000,000.00), Business Automobile Liability Insurance (\$1,000,000.00), Commercial General Liability Insurance (\$1,000,000.00/\$5,000,000.00), and any other insurance required by law. Coverage may be satisfied through an Umbrella or Excess Liability Policy.

Compliance With Fair Labor Standards: The undersigned attests that the bidder is complying with and will continue to comply with fair labor standards in the pursuit of their business and in the execution of the contract which is being bid.

Bid Guarantee: Attached is a bid guarantee in the form of a Bid Bond in the amount of 5% of the total of all bids (If the total bid exceeds \$100,000.00).

Surety Bonds: If the total of the bids exceeds \$100,000.00, the contractor is responsible to provide USD 348 with Payment and Performance Bonds equal to 100% of the value of all accepted bids. The bonds shall be delivered to the owner along with the signed contract.

Disqualification of Contractors: The undersigned certifies that this person/firm/corporation is not currently barred from bidding on contracts by any Agency of the State of Kansas by signing this contract. Owner, USD 348 Board of Education has full discretion to review, negotiate, accept, disqualify, or decline any and all bids.

Bidder: _____
Name of Firm

By: _____
Signature *Phone Number*

Printed Name *Business Address*