ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

NOTICE TO PROPOSERS
RFP# 026-075-04 DISTRICT-WIDE COPIERS

NOTICE IS HEREBY GIVEN that the Alameda Unified School District in the City of Alameda, Alameda County, California, hereinafter referred to as the DISTRICT, invites and will receive sealed proposals from interested and qualified vendors for furnishing the **lease** and maintenance of copier equipment as outlined in RFP #026-075-04.

The RFP will be posted on the Fiscal page of the DISTRICT website on **February 11, 2026** and can be accessed at https://www.alamedaunified.org/departments/fiscal-services/current-bids

All RFP responses should be sealed and clearly marked with the District name and RFP number. All proposals must be delivered and addressed to:

Alameda Unified School District Attn: Purchasing Department 2060 Challenger Drive Alameda, CA 94501

no later than 2:00 p.m., March 18th, 2026. It is the responsibility of the proposer to deliver the proposal to the proper office at the proper time. Proposals received after the scheduled submittal deadline will be returned unopened. Proposals must bear original signatures and figures.

The District reserves the right to reject any or all proposals and to waive any informality in bidding as deemed to be in the best interest of the DISTRICT. Proposals will remain open and valid for sixty (60) days after the date set for the opening. Any proposer may withdraw their proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. No objections concerning the application, meaning, or interpretation of these specifications will be considered after the opening of the subject proposals.

Shariq Khan
Assistant Superintendent – Business Services Alameda Unified School District
Alameda County, California

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