NOTICE CALLING FOR REQUEST FOR PROPOSALS

District:	**HAWTHORNE SCHOOL DISTRICT**
Project Identification:	Document Scanning Services
RFP No:	R25-26-10
Mandatory Pre-Proposal Conference & Job-walk	April 9, 2026; 10:00 am Sharp!
Question Deadline for RFI's:	April 15, 2026; 4:00 pm
PROPOSAL DUE BY:	**April 22, 2026; 2:00 pm Sharp!**
Submit Proposals to:	Hawthorne School District Attn: Aneska I. Kekula 13021 S. Yukon Ave., Hawthorne, CA 90250
Proposal & Contract Documents Available at:	https://www.hawthornesd.org/departments/purchasing/RFPs
Tentative Evaluation Period:	April 23, 2026, through April 25, 2026
Tentative Board Approval Date:	May 13, 2026

NOTICE IS HEREBY GIVEN that Hawthorne School District, acting by and through its Board of Trustees, hereinafter called the "District or Owner" will receive up to, but no later than the above-stated date and time, sealed Request for Proposals from qualified and experienced companies capable of providing the District with Document Scanning Services generally described as: **RFP No. R25-26-10 Document Scanning Services.**

All proposals shall be made and presented only on the forms presented by the Owner. RFPs shall be received in the Office of the **Hawthorne School District, Purchasing Department** at **13021 S. Yukon Ave., Hawthorne, California 90250,** at the above-stated time and place, and there will be no formal RFP opening. Any proposal received after the time specified above or after any extensions due to material changes shall be returned unopened.

There will be a mandatory **Pre-Bidders Conference and job-walk on April 9, 2026, at 10:00 AM Sharp, at HSD Learning Center, 13928 Kornblum Ave., Hawthorne, CA 90250**. The job-walk will follow this conference. Any Bidder bidding on this Bid who fails to attend the entire mandatory conference will be deemed as a non-responsive Bidder and will have its Bid returned.

For questions regarding the Request for Proposal, please contact the Hawthorne School District's Purchasing Department at 310-676-2276 or you may visit the District's website at https://www.hawthornesd.org/departments/purchasing/RFPs.

Each Service Provider shall be licensed pursuant to the State of California Regulations, California Business and Professions Code, and have the necessary license to perform the work called for in this request for proposal. Copies of all licenses must be included with their proposal. No Proposal will be considered from a Service Provider who, at the time the Proposals are opened, is not licensed.

Bid proposal security required.

No Service Provider shall withdraw its Proposal for ninety (90) days after the District's Board of Trustees awards the contract. During this time, all Service Providers shall guarantee the prices quoted in their respective proposals.

Waiver of Irregularities: The District reserves the right to reject any or all proposals, make multiple awards, or waive any irregularities or informalities in any proposal or in the RFP process. The Contract for the work, if awarded, will be by the action of the District's Board of Trustees to the Service Provider that meets the qualifications established by the RFP documents.

Inquiries and Clarifications: The Service Provider is advised that all inquiries and clarifications about the RFP shall be submitted to the district in writing prior to the Question Deadline for RFI's noted above. The District will respond at its earliest possible opportunity. Verbal communication by either party with regard to this RFP is invalid. Inquiries shall be sent in writing to Aneska I. Kekula at ikekula@hawthorne.k12.ca.us or mailed to Aneska I. Kekula, Hawthorne School District, 13021 S. Yukon Ave., Hawthorne, CA 90250. Service Providers are solely responsible for ensuring that their written inquiry is received prior to this deadline and the District is not responsible for any delays or errors in delivery. Service Providers are responsible for reviewing the district's website and incorporating any and all clarifications provided therein into their proposals.

It is each Service Provider's sole responsibility to ensure its proposal is timely delivered and received at the designated location as specified above. Any proposal received at the designated location after the scheduled closing time for receipt of proposals shall be returned to the Service Provider unopened.

Publications: District Website at https://www.hawthornesd.org/departments/purchasing/RFPs
Herald Publication: 1st Publication: April 2, 2026; 2nd Publication: April 9, 2026