



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

January 29, 2021

AGENDA ITEM (ACTION ITEM):

Consider/Approve The contract for table and chair rental for the upcoming ACT testing for sophomores and juniors in March of 2021.

APPLICABLE BOARD POLICY:

01.1 Legal status of the Board

HISTORY/BACKGROUND:

Due to the number of students who will be taking the sophomore and junior ACT test in March of 2021 at Dixie, we need to rent additional tables and chairs to accommodate those students along with meeting ACT testing spacing requirements and guidelines. We are seeking retroactive approval for the table and chair rental due to one of our bid contacts having a delay in being able to get the necessary quote information to us. Once they were able to provide the information it was determined that we would not be able to use their services due to a lack of items so we had to seek another vendor which caused the delay.

FISCAL/BUDGETARY IMPACT:

We have obtained three bids in regards to the table and chair rental with the lowest cost of \$2176.00 for rental from 3/1/21 until 3/10/21. Cost of rental will be paid from Dixie Instructional Funds.

RECOMMENDATION:

Approval to Dixie Heights High School to contract with Coldiron Event Rentals for table and chair rental to accommodate ACT testing.

CONTACT PERSON:

Roger Stainforth/Teresa Catchen



Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

COMPANIES QUOTING

Purchasing Agent

PROPOSAL

Bill To

DIXIE HEIGHTS HIGH SCHOOL

3010 Dixie Highway
Edgewood, KY 41017
Phone: (859)341-7650
Fax:

Deliver To

3010 Dixie Highway
Edgewood, KY 41017

Contact Person

Roger Stainforth
Phone: (859)341-7650
Cell Phone:

Quote No: Q1457

PO No: PE

Quote Date: January 11, 2021

Written By: Layne Butler

Delivery: Mon, Mar 01, 2021 Delivery between 9am
and 4pm

Event Starts: Tue, Mar 02, 2021 09:00 am

Event Ends: Tue, Mar 09, 2021 11:00 pm

Pick-up: Wed, Mar 10, 2021 Pickup between 9am and
4pm

Delivery Method: Delivery

Additional Notes

Testing Days:

Day 1 = March 2

Day 2 = March 9

Qty	Description	Size	Unit Price	Bill. Days	Total
CHAIRS					
320	FOLDING Chair WHITE CUSTOMER WILL SET UP AND TAKE DOWN, CREW TO DELIVER AND PICKUP STACKED INVENTORY		\$1.80	1	\$576.00
TABLES					
160	BNQT 8' x 30" CUSTOMER WILL SET UP AND TAKE DOWN, CREW TO DELIVER AND PICKUP STACKED INVENTORY	96"x30"	\$8.75	1	\$1,400.00

Order Subtotal: \$1,976.00

Delivery Charge: \$200.00

TOTAL: \$2,176.00

Deposit Due: \$1,088.00

THIS IS A QUOTATION

Terms: 50% due upon reservation, remainder due 14 days prior to delivery. Non-refundable unless canceled 30 days prior to delivery.

Prices shown on this quote are valid for 30 days from the date of issue.



CINCINNATI 513-563-0600
10629 READING RD, CINCINNATI, OH 45241
LOUISVILLE 502-895-5421
3230 FRANKFORT AVE, LOUISVILLE, KY 40206
HOURS M-F 8:30-5:00; SAT 8:30-NOON
EMERGENCY # 513-563-0600 OPTION 7

Status: Quote

Quote #: q104463-1

Event Beg: Mon 3/ 1/2021 8:30AM

Event End: Wed 3/10/2021 5:00PM

Operator: Jenn Mercer

Terms: 00

Customer #: 14409

Dixie Heights High School

3010 Dixie Highway

Ft Mitchell, KY 41017

Event Info: Testing

Ordered By: Roger Stainforth, 859-341-7650 859-341-7650

Sales Rep: Jenn Mercer jenn.mercer@aorents.com

Delivery Mon 3/ 1/2021 8:30AM - 5:00PM

Roger Stainforth, 859-341 859-341-7650

Dixie Heights High School

3010 Dixie Highway

Ft Mitchell, KY 41017

Pickup Wed 3/10/2021 8:30AM - 5:00PM

Roger Stainforth, 859-341 859-341-7650

Dixie Heights High School

3010 Dixie Highway

Ft Mitchell, KY 41017

Qty	Items Rented	Each	Price
1	Delivery Zip 41017	\$53.00	\$53.00
1	Pick Up Zip 41017	\$53.00	\$53.00
1	Optional Damage Waiver	\$0.00	\$0.00
	Damage Waiver (See Totals for Amount):		
1	DelPkup Time Info	\$0.00	\$0.00
	Delivering and picking up between 8:30 AM and 5:00 PM as best fits our route.		
1	Customer Setup and Takedown	\$0.00	\$0.00
	Customer to Setup, Strike, Restack and Rerack Rental Items		
160	Table, 8'X30" Banquet	\$9.00	\$1,440.00
320	Chair Charcoal Samsonite Folding	\$1.65	\$528.00

This is a quote only--items are not reserved.

Quote

Reservation Deposit- A 50% deposit is required to reserve items for cash customers. Balance charged one week prior to delivery. Confirmation is required to reserve items for terms customers.

The sales total, if shown, includes sale items, labor, and non-standard delivery and pick up fees.

Rental:	\$1,968.00
Damage Waiver:	\$196.80
Delivery Charge:	\$106.00
Subtotal:	\$2,270.80
EDF:	\$19.68
Total:	\$2,290.48
Paid:	\$0.00
Amount Due:	\$2,290.48

Signature:

Dixie Heights High School

Tri State Tent and Party Rentals
 522 B Enterprise Dr
 Erlanger, KY 41017 US
 859.287.7912
 roger@tristatetentandpartyrentals.com

Invoice



BILL TO

Roddy Stainforth
 3010 Dixie Hwy,
 Edgewood, Ky 41017

SHIP TO

Roddy Stainforth
 3010 Dixie Hwy,
 Edgewood, Ky 41017

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1669	03/01/2021	\$3,909.28	03/01/2021	Due on receipt	

SHIP DATE
 03/1/2021

RETURN DATE
 03/10/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/02/2021	8' Rec Table		140	16.00	2,240.00T
03/02/2021	6' Rec Table		28	14.00	392.00T
03/02/2021	White Poly Folding Chair		320	3.30	1,056.00T
03/02/2021	Delivery Address	3010 Dixie Hwy, Edgewood, Ky 41017	1	0.00	0.00
03/02/2021	Delivery Fee	Waived	1	0.00	0.00T
03/02/2021	Delivery Time Range	Deliver on March 1st. Will this be going to a dock?	1	0.00	0.00
03/02/2021	Pick-up Time Range	March 10th	1	0.00	0.00T
03/02/2021	Customer Contact	8593417650	1	0.00	0.00

SUBTOTAL	3,688.00
TAX	221.28
TOTAL	3,909.28
BALANCE DUE	\$3,909.28