

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

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

April 17, 2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve Consider/approve the contract for table and chair rental for the upcoming on-demand testing to be held on May 23, 2018.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Due to the number of students taking the state mandated on-demand testing, we need to rent additional tables and chairs to accommodate those students and meet the state testing requirements and guidelines.

FISCAL/BUDGETARY IMPACT:

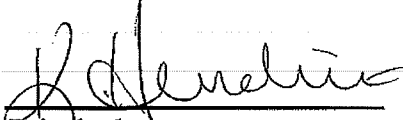
We have obtained three bids in regards to the table and chair rental with the lowest cost of \$1,624.40 for rental on 5/23/2018. Cost of rental will be paid from Dixie Instructional Funds.

RECOMMENDATION:

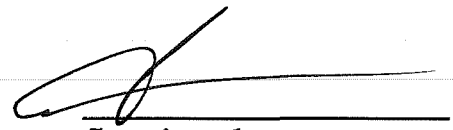
Approval for Dixie Heights High School to contract with Advantage Tent and Party Rental to accommodate On-Demand testing.

CONTACT PERSON:

Matt Moore/Teresa Catchen


Principal


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.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."



Advantage Tent and Party Rental
190 West 43rd Street
Covington, KY 41015

Voice: (859) 581-0390
Fax: (859) 581-0395
maryjo@advantagetentrental.com

To: Lafon Benton

Dixie Heights High School
3010 Dixie Highway
Ft. Mitchell, KY 41017

Phone: (859) 426-4901

Ext:

Fax:

Email: lafon.benton@kenton.kyschools.us

From: Mary Jo Rose

Attached: Job for School Testing - Deliver on Dollies & Carts

Job Start: MAY 22 18

Job End: MAY 23 18

Our Job #: 18470-1

Status: Inquiry

Job Total: \$ 1,624.40

Terms: Net-20

Cover Pages: 1

ADVANTAGE TENT & PARTY RENTAL CONTRACT-TERMS & CONDITIONS RESERVING EQUIPMENT: All rental items are tailgate delivery (tailgate is within 25') (steps are additional). Equipment will be reserved upon the deposit of 50% of total charges, this deposit is non-refundable and can be paid by cash, check, Master or Visa Card. This equipment cannot be sub-rented or used by any other party then that listed on given invoice. Within five business days of the scheduled event, items cannot be cancelled. Cancelled items within these five days will be charged to the renter at rental cost.**MISSING OR DAMAGED ITEMS:** Advantage Tent & Party Rental will pick up the items on a specific date and at a time agreed upon on delivery. If not all items are present, items not returned to Advantage within 2 business days after event are considered missing. Missing or damaged items will be charged to the client at replacement cost. A detailed invoice of those items will be provided to client.**FINAL PAYMENT:** Final payment is due on delivery and can be paid by cash, check, or Mastercard or Visa.**DELIVERY & SETUP:** Advantage Tent & Party Rental will strive to accomodate client delivery request, however, delays and changes in the schedule are sometimes unavoidable. We try to communicate any scheduling changes as they occur. All items will be delivered and picked up at a designated location. The client must be available to count all items upon delivery and pickup, otherwise, Advantage Tent and Party Rental counts will be considered accurate. If any tent is ordered, the tent, and lighting for the tent will be properly set-up and secured in a designated area by the delivery personnel. All additional items will be placed under the tent to be set-up by the renter, unless otherwise requested. Table and chair setup fees are \$1.00 per chair & \$2.50 per table. It is the responsibility of the renter to communicate to Advantage Tent and Party Rental of any underground wiring, pipes, sewage systems, or anything else that could interfere with the tent stakes. Tent stakes are driven 1-3 feet into the ground. If any underground systems are not communicated to Advantage personnel or incorrect information is given, Advantage will not be responsible for any underground damage.**CLEAN UP & PREPERATION FOR PICKUP:** All floral arrangements, trash, and decorations of any kind should be removed. All chairs and tables should be stacked in designated location as delivered. If chairs and tables are not stacked, a fee of \$.50 per chair and a \$1.00 per table will be charged to the renter. Linens should be food and particle free and shaken out before being placed in laundry bags. Specialty Linens that are returned with burns, wax, holes, tears, permanently stained, wet or damp with mildew, or otherwise unusable will be billed at replacement cost to the renter. We do offer party cleanup, ask a sales person if needed.**WEATHER:** Tents are temporary structures designed to handle most normal weather conditions, however, there may be situations that become unsafe such as high winds or lightning. Evacuation of tents is recommended in these or other unsafe conditions. I HAVE READ AND AGREE TO THE ABOVE TERMS & CONDITIONS AND ACKNOWLEDGE RECEIPT, THIS CONTRACT IS VALID FOR ALL RENTALS PURCHASED BY THIS CLIENT, AND SUPERCEDES ALL PRIOR CONTRACTS.

Customer Signature _____ Date _____

Please fax back to : 859-581-0395

Date: _____ Date: _____

Advantage Tent and Party Rental

Dixie Heights High School

Signature: _____ Signature: _____

Name & Title: _____ Name & Title: _____



Advantage Tent and Party Rental
190 West 43rd Street
Covington, KY 41015
Ph: (859) 581-0390
Fax: (859) 581-0395

JOB CONTRACT

www.advantagetentrental.com

Job #: 18470-1

DELIVERY ADDRESS:		INVOICE TO:		Order Status: Inquiry Sales Person: Mary Jo Rose	
Dixie Heights High School 3010 Dixie Highway Ft. Mitchell, KY 41017		Dixie Heights High School 3010 Dixie Highway Ft. Mitchell, KY 41017		PO: CUSTOMER #: TERMS: Net-20	
ROOM:		ATTENTION: Lafon Benton			
CONTACT: Lafon Benton		PHONE: (859) 426-4901			
PHONE: (859) 426-4901		FAX:			
CELL:		EMAIL: lafon.benton@kentonschools.us			
Delivery DATE & TIME: MAY 22 18		Event DATE & TIME: MAY 23 18		Pick Up DATE & TIME: MAY 23 18 3:00PM	
Customer Return DATE & TIME:		DELIVERY VIA:		RETURN VIA:	
				ORDER DATE & TIME: MAR 22 18 10:17AM	
JOB DESCRIPTION: School Testing - Deliver on Dollies & Carts					

EQUIPMENT

QTY	DESCRIPTION	Del	PU	DUR	UNIT \$	EXTENDED	DISC	NET
Seating								
179	8' Banquet Table			1.0 d	\$7.75	\$1,387.25	20%	1109.80
358	White Samsonite Folding Chairs			1.0 d	\$1.50	\$537.00	20%	429.60
Miscellaneous								
1	*GYM FLOOR SHOULD BE PROTECTED			1.0 d				

*Bars between gym doors must be removed

Equipment Discount: \$-384.85
Equipment Total: \$1,539.40

DELIVERY FEE: \$85.00
TAX TOTAL: \$0.00

GRAND TOTAL: \$1,624.40

PAYMENTS MADE:

BALANCE DUE: \$1,624.40

Customer Signature

Customer Printed Name

Date