



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:

January 23, 2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve Consider/approve the contract for table and chair rental for the upcoming ACT testing to be held at Dixie for Seniors in February of 2019 and Juniors March of 2019.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Due to the number of students participating in the ACT testing at Dixie, we need to rent additional tables and chairs to accommodate those students testing along with meeting ACT requirements and guidelines.

FISCAL/BUDGETARY IMPACT:

We have obtained three bids in regards to the table and chair rental with the lowest cost of 2311.40 for rental for both testing dates (February 19th – February 21st and March 11th – March 13th). Cost of the 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 ACT testing.

CONTACT PERSON:

Roger Stainforth/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 Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

COMPANIES QUOTING

A. Advantage Supply ~~All Occasions~~

B. All Occasions

C. ~~Drapp~~ Steffen's Steffen's

Cinda Roberts
Purchasing Agent



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

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

To: Roger Stainforth

Dixie Heights High School

3010 Dixie Highway

Ft. Mitchell, KY 41017

Phone: (859) 341-7650

Ext:

Fax:

Email: roger.stainforth@kentonschools.us

From: Justin T. Williams

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

Job Start: FEB 19 19

Job End: FEB 21 19

Our Job #: 19119-1

Status: Tentative Order

Job Total: \$ 601.00

Terms: Net-30

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 #: 19119-1

DELIVERY ADDRESS:

INVOICE TO:

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

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

Order Status: Tentative Order
Sales Person: Justin T. Williams

ROOM:
CONTACT: Roger Stainforth
PHONE:
CELL: (859) 341-7650

ATTENTION: Roger Stainforth
PHONE: (859) 341-7650
FAX:
EMAIL: roger.stainforth@kenton.kyschools.us

PO:
CUSTOMER #:
TERMS: Net-30

Delivery DATE & TIME:
FEB 19 19

Event DATE & TIME:
FEB 20 19

Pick Up DATE & TIME:
FEB 21 19

Customer P-U DATE & TIME:

Customer Return DATE & TIME: DELIVERY VIA:

RETURN VIA:

ORDER DATE & TIME:
JAN 18 19 8:35AM

JOB DESCRIPTION: School Testing - Deliver on Dollies & Carts

EQUIPMENT

QTY	DESCRIPTION	Del	PU	DUR	UNIT \$	EXTENDED	DISC	NET
Seating								
120	White Samsonite Folding Chairs (Plastic Seats)			1.0 d	\$1.50	\$180.00	20%	144.00
60	8' Banquet Table			1.0 d	\$7.75	\$465.00	20%	372.00
	3/Dollies 20/tables per dolly							
Miscellaneous								
1	*GYM FLOOR SHOULD BE PROTECTED			1.0 d				
1	Extra Equipment Left Onsite			1.0 d				
	Chair Dollies _____							
	Chair Straps _____							
	Table Dollies _____							
	Table Straps _____							

Equipment Discount: \$-129.00
Equipment Total: \$516.00

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

GRAND TOTAL: \$601.00

PAYMENTS MADE:

BALANCE DUE: \$601.00

Customer Signature

Customer Printed Name

Date



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

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

To: Roger Stainforth
Dixie Heights High School
3010 Dixie Highway
Ft. Mitchell, KY 41017
Phone: (859) 341-7650 Ext:
Fax:
Email: roger.stainforth@kenton.kyschools.us

From: Justin T. Williams
Attached: Job for School Testing - Deliver on Dollies & Carts

Job Start: MAR 11 19
Job End: MAR 13 19
Our Job #: 19120-1

Status: Tentative Order
Job Total: \$ 1,795.40
Terms: Net-30
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 #: 19120-1

DELIVERY ADDRESS:

INVOICE TO:

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

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

Order Status: Tentative Order
Sales Person: Justin T. Williams

ROOM:
CONTACT: Roger Stainforth
PHONE:
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PHONE: (859) 341-7650
FAX:
EMAIL: roger.stainforth@kenton.kyschools.us

PO:
CUSTOMER #:
TERMS: Net-30

Delivery DATE & TIME:
MAR 11 19

Event DATE & TIME:
MAR 12 19

Pick Up DATE & TIME:
MAR 13 19

Customer P-U DATE & TIME:

Customer Return DATE & TIME: DELIVERY VIA:

RETURN VIA:

ORDER DATE & TIME:
JAN 18 19 8:41AM

JOB DESCRIPTION: School Testing - Deliver on Dollies & Carts

EQUIPMENT

QTY	DESCRIPTION	Del	PU	DUR	UNIT \$	EXTENDED	DISC	NET
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Seating

378	White Samsonite Folding Chairs (Plastic Seats)			1.0 d	\$1.50	\$567.00	20%	453.60
	7/Dollies 50 high & 1/Staked 28 High = 8/Dollies + 8 Straps							
189	8' Banquet Table			1.0 d	\$7.75	\$1,464.75	20%	1171.80
	7/Dollies Stack 25 high & 1 Stacked 14 high = 8 table dollies							

Miscellaneous

1	*GYM FLOOR SHOULD BE PROTECTED			1.0 d				
1	Extra Equipment Left Onsite			1.0 d				

Chairs Dollies _____
Chair Straps _____
Table Dollies _____
Table Straps _____

Equipment Discount: \$-406.35
Equipment Total: \$1,625.40

MISCELLANEOUS

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
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1	Second Delivery Truck- Large Order	\$85.00	\$85.00
	Misc. Total:		\$85.00

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

GRAND TOTAL: \$1,795.40

PAYMENTS MADE:

BALANCE DUE: \$1,795.40

Customer Signature

Customer Printed Name

Date