

**DATE:**

May 27, 2022

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve awarding the Class Ring & Graduation Sundries RFP to Jostens, Inc. as indicated on the attached tabulation for the period of July 1, 2022, through June 30, 2023, with three optional mutually agreed upon annual renewals.

**APPLICABLE BOARD POLICY:**

Fiscal Management 04.32 AP.1

**HISTORY/BACKGROUND:**

An advertisement was posted to the district website on March 17, 2022, to accept bids for class rings and graduation sundries. Sealed bids were publically opened and read on April 6, 2022. Jostens was the only respondent.

**FISCAL/BUDGETARY IMPACT:**

None

**RECOMMENDATION:**

Approval to award the Class Ring & Graduation Sundries RFP to Jostens, Inc. as indicated on the attached tabulation for the period of July 1, 2022, through June 30, 2023, with three optional mutually agreed upon annual renewals.

**CONTACT PERSON:**

Cinda Roberts, Purchasing Agent

  
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.

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES BID  
SUMMARY RESULTS**

Effective July 1, 2022 - June 30, 2023

Description	Jostens
<b>Pricing</b>	
Class Ring Total	29,120.63
Cap & Gown Total	40,304.50
Announcements, etc. Total	40,915.95
Diplomas	5,991.00
<b>Total Cost</b>	<b>110,341.08</b>
<b>Total Cost Score (70 Points Possible)</b>	<b>70.00</b>
<b>Quality of Service Score (10 Points Possible)</b>	<b>9.11</b>
<b>Sample Score (10 Points Possible)</b>	<b>10.00</b>
<b>References (10 Points Possible)</b>	<b>9.33</b>
<b>Total Score (100 Points Possible)</b>	<b>98.44</b>

Recommended as the best evaluated bid - **Jostens**

*Parents and/or students of Kenton County Schools will only be obligated under this contract, to the extent of orders issued and materials received/ordered.*

**THE KENTON COUNTY SCHOOL DISTRICT**  
**Class Ring Pricing Evaluation**

**CLASS RINGS**

**Jostens**

Description	Est. Qty	Ring Name	Est. Pennyweight		Stone Size	Unit Price	Total Price
<b>Jostens Achiever (A11), Balfour Landmark (I11), or equal Male Ring</b>							
White or Yellow 10K Gold	2	Achiever	10.60	Dwt.	12x10 mm.	898.23	1,796.46
White or Yellow 14K Gold	1	Achiever	10.60	Dwt.	12x10 mm.	1,225.69	1,225.69
White Alloy	13	Achiever		Dwt.	12x10 mm.	225.47	2,931.11
Silver Elite with platinum	1	Achiever		Dwt.	12x10 mm.	362.89	362.89
<b>Jostens Royale (A12), Balfour Stellar (I21), or equal Female Ring</b>							
White or Yellow 10K Gold	1	Royale	4.40	Dwt.	8x6 mm.	702.14	702.14
White or Yellow 14K Gold	1	Royale	4.40	Dwt.	8x6 mm.	859.77	859.77
White Alloy	3	Royale		Dwt.	8x6 mm.	225.47	676.41
Silver Elite with platinum	1	Royale		Dwt.	8x6 mm.	351.42	351.42
<b>Jostens Magnum (A13) or Balfour equal Male Ring</b>							
White or Yellow 10K Gold	1	Magnum	10.60	Dwt.	12x10 mm.	898.23	898.23
White or Yellow 14K Gold	1	Magnum	10.60	Dwt.	12x10 mm.	1,225.69	1,225.69
White Alloy	8	Magnum		Dwt.	12x10 mm.	225.47	1,803.76
Silver Elite with platinum	1	Magnum		Dwt.	12x10 mm.	362.89	362.89
<b>Jostens Magnum (A14) or Balfour equal Female Ring</b>							
White or Yellow 10K Gold	1	Pageant	4.40	Dwt.	8x6 mm.	702.03	702.03
White or Yellow 14K Gold	1	Pageant	4.40	Dwt.	8x7 mm.	865.07	865.07
White Alloy	2	Pageant		Dwt.	8x8 mm.	225.47	450.94
Silver Elite with platinum	1	Pageant		Dwt.	8x9 mm.	351.42	351.42
<b>Jostens Delicate (A16), Balfour Impress (I22), or equal Female Ring</b>							
White or Yellow 10K Gold	1	Delicate	3.20	Dwt.	6x4 mm.	683.79	683.79
White or Yellow 14K Gold	1	Delicate		Dwt.	6x4 mm.	813.92	813.92
White Alloy	4	Delicate		Dwt.	6x4 mm.	225.47	901.88
Silver Elite with platinum	1	Delicate		Dwt.	6x4 mm.	345.70	345.70
<b>Jostens Classic Band (B21) or equal Male Ring</b>							
White or Yellow 10K Gold	1	Classic band	3.90	Dwt.	mm.	1,072.38	1,072.38
White or Yellow 14K Gold	12	Classic band		Dwt.	mm.	480.26	5,763.12
White Alloy	3	Classic band		Dwt.	mm.	251.46	754.38
Silver Elite with platinum	1	Classic band		Dwt.	mm.	400.30	400.30
<b>Jostens Classic Thin Band (B22), or equal Female Ring</b>							
White or Yellow 10K Gold	1	Classic Thin	3.90	Dwt.	mm.	944.06	944.06
White or Yellow 14K Gold	1	Classic Thin		Dwt.	mm.	480.26	480.26
White Alloy	4	Classic Thin		Dwt.	mm.	251.46	1,005.84
Silver Elite with platinum	1	Classic Thin		Dwt.	mm.	389.08	389.08
<b>Jostens Basic (P11) or equal Male Ring</b>							
White or Yellow 10K Gold	1	Men's Basic	8.03	Dwt.	mm.	800.00	800.00
White or Yellow 14K Gold	1	Men's Basic		Dwt.	mm.		0.00
White Alloy	2	Men's Basic		Dwt.	mm.	149.00	298.00
Silver Elite with platinum	1	Men's Basic		Dwt.	mm.	340.00	340.00
<b>Jostens Basic (P12), or equal Female Ring</b>							
White or Yellow 10K Gold	1	Women's Basic	3.60	Dwt.	mm.	700.00	700.00
White or Yellow 14K Gold	1	Women's Basic		Dwt.	mm.		0.00
White Alloy	1	Women's Basic		Dwt.	mm.	149.00	149.00
Silver Elite with platinum	1	Women's Basic		Dwt.	mm.	320.00	320.00

**Total**

**29,120.63**

**Lead Time (in weeks)**

**6 weeks**

**THE KENTON COUNTY SCHOOL DISTRICT**  
**Caps, Gowns, etc., Pricing Evaluation**

Jostens			
Item Description	Est. Qty	Unit Price	Total Price
Basic Package: Cap, Gown, Embroidered Stole & (2) Tassels	1086	32.50	35,295.00
Cords	1260	3.95	4,977.00
Cap & (2) Tassels	1	11.25	11.25
Gown	1	11.25	11.25
Embroidered Stole	1	10.00	10.00

Check either "Loan" free of charge or "Donate" free of charge,

Black Faculty Gowns	30	Donate
Colored Hoods to indicate degree and school	30	Donate

**Total for Caps, Gowns, Hoods and Collars** **40,304.50**

Lead Time (in weeks) **6 weeks**



**THE KENTON COUNTY SCHOOL DISTRICT**  
**Announcement Pricing Evaluation**

Decsription	Est. Qty	Package Qty.	Jostens	
			Unit Price	Total Price
Two-Fold Announcements w/ Envelopes - Scott High School	65	25	20.00	1,300.00
	30	50	40.00	1,200.00
	20	75	60.00	1,200.00
	1	Each	0.80	0.80
Three-Fold Announcements w/ Envelopes - Dixie Heights High & Simon Kenton High	210	25	20.00	4,200.00
	105	50	40.00	4,200.00
	70	75	60.00	4,200.00
	1	Each	0.80	0.80
Name Cards, Standard	120	50	10.95	1,314.00
Name Cards, Foil	350	50	17.95	6,282.50
	50	100	17.95	897.50
	10	150	19.95	199.50
Padded Memory Book	140	Each	18.85	2,639.00
Thank You Notes, Standard	120	25	6.95	834.00
Envelope Seals	304	50	9.50	2,888.00
Dorm Sweatshirt-Hooded	106	Each	43.50	4,611.00
Dorm Sweatpants	95	Each	37.95	3,605.25
Class Key	1	Each	19.25	19.25
Year/Date Key Ring	133	Each	6.95	924.35
<b>Total for Announcements and Accessories</b>				<b><u>40,515.95</u></b>
Lead Time (in weeks)				<b><u>6 weeks</u></b>

# THE KENTON COUNTY SCHOOL DISTRICT

## Diplomas Certificate of Attendance Pricing Evaluation

		Jostens	
School	Quantity	Unit Price	Total
<b><i>Diplomas</i></b>			
Dixie Heights High School	350	1.83	640.50
Scott High	300	1.83	549.00
Simon Kenton High	450	1.83	823.50
The Kenton County School District	100	1.83	183.00
<b><i>Diploma Covers</i></b>			
Dixie Heights High School	350	3.45	1,207.50
Scott High	300	3.45	1,035.00
Simon Kenton High	450	3.45	1,552.50
The Kenton County School District	100	3.45	345.00
<b>Total</b>			<b>5,991.00</b>

**THE KENTON COUNTY SCHOOL DISTRICT**  
**Perceived Quality of Service Score**

<b>School</b>	<b>Jostens</b>
School 1	8.33
School 2	10.00
School 3	9.00
<i>Average Score:</i>	9.11

# THE KENTON COUNTY SCHOOL DISTRICT

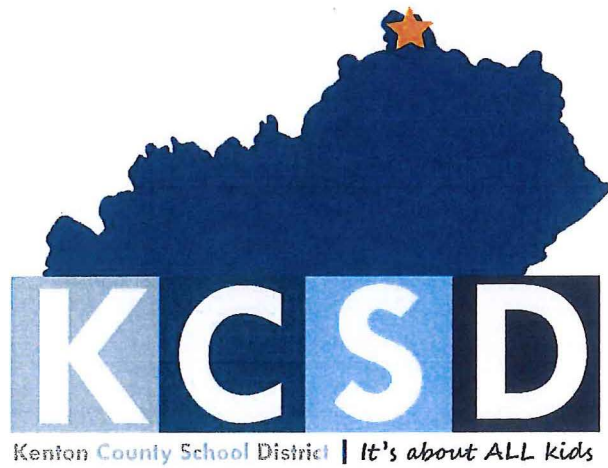
Quality of Samples Score

<b>School</b>	<b>Jostens</b>
School 1	10.00
School 2	10.00
School 3	10.00
<i>Average Score:</i>	<u>10.00</u>

# THE KENTON COUNTY SCHOOL DISTRICT

## Reference Scores

<b>School</b>	<b>Jostens</b>
School 1	9.00
School 2	10.00
School 3	9.00
<i>Average Score:</i>	<u>9.33</u>



## THE KENTON COUNTY SCHOOL DISTRICT

---

Bid Documents

### **CLASS RINGS & GRADUATION SUNDRIES**

Prepared by:  
CINDA ROBERTS  
Purchasing Agent  
Kenton County Board Of Education

## TABLE OF CONTENTS

<u>#</u>	<u>Section</u>	<u>Page</u>
I.	Title Page	1
II.	Table of Contents	2
III.	Invitation to Bid	3
IV.	Prohibition against Conflict of Interest, Gratuities, & Kickbacks	4
V.	General Instructions and Conditions	5-11
VI.	List of Possible Locations & Special Conditions	12-19
VII.	Specifications	20-26
VIII.	Bid Form (RETURN THESE PAGES)	27-34
IX.	Reference Sheet (RETURN THIS PAGE)	35
X.	Bid Submittal Checklist	36
XI.	Conflict of Interest Form (RETURN THIS PAGE)	37
XII.	Required Affidavit for Bidders, Offerors and Contractors Claiming Resident Bidder Status.	38

## INVITATION TO BID

### BOARD OF EDUCATION OF KENTON COUNTY, KENTUCKY EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

1055 Eaton Drive  
Fort Wright, Kentucky 41017  
859/344-8888  
859/344-1531 (fax #)

### **CLASS RINGS & GRADUATION SUNDRIES (Bid #27-CRGS-22)**

The Board of Education of Kenton County, Kentucky (hereinafter called The Board of Education) will receive sealed bids for the items and/or services listed herein. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation to bid. Please read all the instructions and specifications carefully. **Failure to comply with these instructions shall disqualify your bid.**

#### **DELIVERY OF BID**

Bids shall be mailed or delivered in a sealed envelope marked "CLASS RINGS & GRADUATION SUNDRIES" in the lower left corner to:

**Kenton County Board of Education  
ATTN: Cinda Roberts, Purchasing Agent  
1055 Eaton Dr.  
Ft. Wright, KY 41017**

Bids may also be emailed with "CLASS RINGS & GRADUATION SUNDRIES" in the subject line to:  
[kenton.purchasing@kenton.kyschools.us](mailto:kenton.purchasing@kenton.kyschools.us)

Copies of this invitation may be obtained at:  
<https://www.kenton.kyschools.us/Content2/302>.

#### **PERIOD OF CONTRACT**

**The period of the contract will be from July 1, 2022, through June 30, 2023.**

If agreed upon by both parties in March of each year, the agreement may be extended annually for up to three (3) additional annual renewals. Prices may be negotiated but may not exceed the percentage change of the Consumer Price Index annualized (from monthly percentage changes) as published on the Bureau of Labor Statistics website.

#### **TIME OF BID OPENING**

**Bids will be opened at 2:00 p.m. on Wednesday, April 6, 2022.** All bids must be received by the time designated in this invitation and none will be considered thereafter. **Failure to have bid in official bid box prior to the bid opening will automatically prevent the reading of your bid.**

The Board of Education cannot assume the responsibility for any delay as result of failure of the mails to deliver bids on time.

#### **LOCATION OF BID OPENING**

Bids will be opened and read in the bid department at the Kenton County Board of Education. You are invited to view the bid opening.

#### **BID AWARD**

**Bids shall be awarded at the board meeting held on June 6, 2022.**

Contract(s) may be awarded to the lowest and/or the best evaluated bidder(s) meeting all specifications, all conditions and all other provisions of this Invitation to Bid. Contracts may be awarded on a per item, group or total basis; whichever is deemed to be in the best interest of The Board of Education.



**"PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS"**

**45A.455 CONFLICT OF INTEREST – GRATUITIES AND KICKBACKS**

1. It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:
  - a. He or any member of his immediate family has a financial interest therein; or
  - b. A business or organization in which he or any member of his, or employee, is a party; or
  - c. Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
2. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
3. It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of subcontract or order.
4. The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.
5. It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person

**"STATEMENT PURSUANT TO KRS 45A.990"**

**45A.990 PENALTIES**

1. Any employee or any official of The Board of Education of Kenton County, Kentucky, elective, or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm, or corporation, offering, bidding for, or in open market seeking to make sales to The Board of Education of Kenton County, Kentucky shall be deemed guilty of a Class C felony.
2. Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money or any other thing of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, to any employee or to any official of The Board of Education of Kenton County, Kentucky, elective or appointive, in his efforts to bid for, or offer for sale, or to seek in the open market, shall be deemed guilty of a Class C felony.

NOTE: THIS PROHIBITION AGAINST CONFLICT OF INTEREST AND GRATUITIES AND KICKBACKS SHALL BE CONSPICUOUSLY SET FORTH IN EVERY LOCAL PUBLIC AGENCY WRITTEN CONTRACT AND SOLICITATION THEREFOR.

## **GENERAL BID INSTRUCTIONS AND CONDITIONS**

### **(PLEASE READ CAREFULLY)**

#### **A. ACCEPTANCE OF BIDS**

The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

#### **B. BID DOCUMENTS**

Bid forms are provided with this "Invitation to Bid". All Proposals shall be submitted on the "Bid Form".

#### **C. SPECIFICATIONS**

Specifications are attached and are a part of this proposal. All materials or services furnished must be in conformity with the specifications and will be subject to inspection and approval of the Purchasing Agent after delivery. The right is reserved to reject and return at the risk and expense of the supplier, any item that may be defective or fail to comply with these specifications.

It is important that each person submitting a bid follow carefully the specifications detailed herewith. The bidder is instructed to complete all blanks and spaces where information concerning any item is requested. Only items meeting the requirements are to be quoted on the regular bid form.

The Board of Education reserves the right to waive compliance of any material or services with any particular specification where such waiver is considered to be in its best interest, including but not limited to cases where such waiver is necessary due to technical errors or inconsistencies in the preparation of such specifications.

#### **D. KENTUCKY MODEL PROCUREMENT CODE (KRS CHAPTER 45A)**

The Kentucky Model Procurement Code (KRS 45A) adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation to bid and the Model Procurement Code Regulations, the Kentucky Model Procurement Code Regulations shall control.

#### **E. PERFORMANCE BOND**

The Board of Education reserves the right to determine the ability of any bidder to perform the work and any bidder shall, upon request, furnish such information as may be necessary to determine such ability, including performance bond, if requested.

#### **F. FORCE MAJEURE**

Except to the obligation to make payment, any delay in or failure of performance by either party to this contract shall not constitute a default under this contract nor give rise to any claim for damage, cost, or expense if and to the extent such delay or failure is caused by an act of God, flood, fire, earthquake or explosion, war, invasion, hostilities, terrorist threats or acts, riot or other civil unrest, government order or law, actions, embargoes or blockades, national or regional emergency, or other similar event beyond the control of the delayed or non-performing party. Notwithstanding the foregoing, a party that is delayed in or prevented from performing for any reason shall promptly notify the other party in writing of the reason for the non-performance and the anticipated extent of any delay or non-performance and shall take diligent steps to minimize the adverse impact of the delay or non-performance.

#### **G. PENALTIES**

In case of default by the vendor, the Board of Education may procure the articles or services from other sources and may deduct from any unpaid balance due the vendor the amount of the excess cost so paid, and the price paid shall be considered the prevailing market price at the time such purchase is made.

#### **H. TAXES**

Kenton County School's tax exempt status applies in accordance with revenue policy 51P370 P370 revised 060183 and in accordance with 103 KAR 26:070. A state sales tax exempt certificate upon request shall be provided to the awarded bidder.

#### **I. PRODUCT EVALUATION**

Items will be disqualified that do not meet specifications or the accepted equal. If a product is purchased and it is later established that said product fails to comply with these specifications and conditions, the item will be rejected and returned to the supplier at the supplier's expense. No item shall be considered satisfactory that does not conform to our usual accepted methods, use, application, storage, handling and delivery. The decision concerning the satisfactory use and performance of any item on this bid shall be that of the Educational and Business Staff of the Board of Education.

**J. BRAND NAMES**

The brand or trade name, manufacturer's name, and/or catalog number must be listed in the column provided. If bidder fails to indicate brand or trade name, where requested, the item and bid may be disqualified.

**K. NON-DISCRIMINATION**

During the performance of this Contract, the Seller agrees as follows:

The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous place notices setting forth the provisions of the Equal Opportunity clause.

The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller state that all qualified applications shall receive consideration for employment with regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.

The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

**L. DELIVERY**

The Contractor agrees to furnish and deliver the items within the terms of the contract as the Purchasing Agent may prescribe.

All costs for delivery, including drayage and freight, and for the packaging of said articles are to be borne by the bidder, and must be included in your bid prices.

If during the period of the contract, it is necessary that the Purchasing Agent place toll or long distance telephone calls in connection therewith (for complaints, adjustment, shortages, failures to deliver, etc.) it is understood that the vendor will bear the charge of expense for all such calls.

**M. SAMPLES AND/OR DESCRIPTIVE LITERATURE**

Samples may be required to assist in making decisions for awarding of contracts. The samples must be furnished by the time and date specified for bid opening. Failure to furnish samples may disqualify any bid.

Samples shall be representative of items on which the bid is submitted and will be checked as deemed necessary by the Board of Education for compliance with specifications outlined herein. Samples are to be properly marked for identification and they must indicate the supplier's name and the corresponding item number as shown in the invitation to bid. Samples are to be mailed or delivered to Cinda Roberts, Purchasing Agent, Kenton County Board of Education, 1055 Eaton Drive, Fort Wright, Kentucky 41017.

If samples are required, and they are not claimed, the samples will become the property of the Board of Education.

All samples are to be furnished without cost to the Board of Education with the right reserved to mutilate, consume or destroy such samples if considered necessary for testing purposes.

**N. K.O.S.H.A. STANDARDS AND HAZARD COMMUNICATION STANDARD 1910.1200**

If applicable, all materials and services must meet or exceed K.O.S.H.A. (Kentucky Occupations & Safety Health Act) Standards, and must comply with the Hazard Communications Standard 190.1200 of the Occupational Safety & Health Administration.

**O. BIDS**

Businesses that fail to respond to invitations for bid or notices of availability on two (2) consecutive procurements of similar items may be removed from the applicable bidder mailing list.

The Purchasing Department will make tabulations and each qualified bidder will be mailed a formal tabulation after the Board of Education has taken official action. The Board of Education meetings are normally held on the first Monday of each month. Bidders are requested not to call the Purchasing Office for a tabulation of the bids.

Any bids received after scheduled time of opening will be returned unopened to the bidder.

Each bid must be in a separate sealed envelope with the bid name appearing in the lower left-hand corner of the envelope.

No bid can be corrected or altered or signed after being opened. The Board of Education shall not be responsible for errors or omissions on the part of bidders in the creation of their bids. Any bids received unsigned shall be rejected.

All regular bids must be submitted in accordance with specifications on the bid form supplied with this invitation. The submission of a bid on the bid form certifies that the product meets any and all specifications except as noted on such form.

**P. PRICES**

All prices quoted by the various bidders must be firm for a maximum period of sixty (60) days to allow acceptance by the Board of Education. If awarded the contract, the prices shall then be firm for the time period that is indicated under "Period of Contract".

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out with correction inserted adjacent thereto and initialed by person signing the bid. Also, corrections made with correction tape or fluid are to be initialed.

Quote on each item separately. Prices must be stated in units specified herein.

Bids that have clerical errors or irregularities are subject to correction only with concurrence with the Purchasing Agent. Unit prices should be listed, extended, and totaled. Should errors exist in the extended price, the unit price will prevail.

**Q. OR EQUAL CLAUSE**

Whenever, in any of the contract documents, an article, materials or equipment are described by use of a proprietary product or by using the name of a manufacturer or vendor, the term "or equal", if not inserted, is implied.

The use of a specific article or manufacturer's name shall be construed as an indication of the type of equipment, design, general construction, quality and finish. Such use shall not be construed as limiting or excluding any manufacturer's product of comparable quality, design and efficiency.

**R. DESCRIPTIVE LITERATURE AND/OR MANUFACTURER'S SPECIFICATIONS**

The Board of Education reserves the right to waive any discrepancies or inconsistencies between the submitted manufacturer's descriptive literature and/or specifications and the requirements of this invitation to bid, if; (1) the bidder actually submits a sample which conforms to all material requirements of this invitation to bid; or (2) the bidder certifies to the Board of Education that the bidder can actually supply products which conform to all material requirements of this invitation to bid.

NOTE: Descriptive literature and/or manufacturer's specifications should not be submitted unless expressly requested.

**S. SUBSTITUTIONS:**

If during the period of the contract, a vendor finds it necessary to make substitutions, they must obtain prior approval from Cinda Roberts, Purchasing Agent.

**T. REQUIREMENTS**

All deliveries must be complete within three (3) days from receipt of purchase order unless otherwise stated in the bid specifications and conditions. The vendor must furnish invoices as follows:

One (1) copy to the warehouse with material at time of delivery

Two (2) copies of invoice (original and one copy) to the Accounts Payable Department along with a signed delivery receipt as proof of delivery.

No more than one (1) back order or partial delivery may be allowed on these items, unless otherwise stated herein. Ship complete within sixty (60) days or cancel.

All deliveries must be made to the location indicated on the purchase order and signed for by a responsible Board Official. Signatures of custodial or maintenance personnel are not acceptable.

All invoices must show the purchase order number, date of delivery, name of location and list of items delivered by item name.

**U. OTHER CONDITIONS**

All blanks and information requested are to be completed on the Bid Form in order to qualify your bid.

The Board of Education reserves the right to make multiple awards to two or more companies on the same item where more than one standard of quality is desired.

Do not bid any special groupings other than those listed herein.

**V. HOLD HARMLESS**

Vendor agrees to indemnify and save The Kenton County School District harmless from claims for death or injury to Vendor's personnel arising while such personnel are on premises owned or controlled by The Kenton County School District in connection with the performance of this order, and Vendor shall maintain Worker's Compensation Insurance and Employees Liability Insurance in the minimum amount of one hundred thousand (\$100,000) dollars (unless otherwise specified within contract) covering all such personnel while on Kenton County School's premises.

**W. CRIMINAL HISTORY VERIFICATION**

The successful bidder certifies that a criminal history background check has been performed on all employees that may come into contact with Kenton County Schools Students. Please note that any employees with the following offenses will not be permitted to have any contact with our students: Sex-related offense convictions; Convictions against minors; Felony offense convictions against persons or property; Alcohol violation convictions within two (2) years from date of check, and no more than two (2) such offense convictions in total; Drug related offense convictions; Deadly weapon-related offense convictions; A pattern of irresponsible behavior, based upon the background check.

**X. GOVERNING LAW**

The validity, performance, construction, interpretation and effect of any/all purchases shall be governed by the laws of the State of Kentucky. The Kenton County School District operates within Kentucky Model Procurement Code Chapter 45A which applies to any/all purchases. The Kenton County School District and the Vendor shall agree to submit themselves to the exclusive jurisdiction of the courts located within Kenton County, Kentucky in connection with any cause of action arising from any/all purchases.

**Y. LEGAL AND CONTRACTUAL REMEDIES**

Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation of an award of a contract may protest to the Purchasing Agent or the Superintendent, as the case shall require. The protest shall be submitted in writing, within fourteen (14) days after such aggrieved person knows, or should have known, of the facts giving rise thereto. Either the Purchasing Agent or the Superintendent, as the case may require, shall have the authority to settle and resolve a protest of any aggrieved bidder, offeror or contractor, actual or prospective, concerning the solicitation or award of a contract. The authority shall be exercised in accordance with these regulations and may be supplemented by regulations promulgated by the respective designee's office.

If the protest is not resolved by mutual agreement, either the Purchasing Agent or the Superintendent shall promptly issue a decision in writing. The decision shall state the reason for the action taken, and inform the protestant of its right to administrative review.

A copy of the decision shall be mailed or otherwise furnished immediately to the protestant and any other party intervening. A decision shall be final and conclusive, unless modified pursuant to these regulations. In the event of a timely protest, the Board shall not proceed further with the solicitation or with the award of the contract until the Purchasing Agent and the Superintendent enter into consultation, and thereafter make a written determination that the award of the contract, without delay, is necessary to protect the substantial interest of the Board. In addition to any other relief, when a protest is sustained and the protesting bidder or offeror should have been awarded the contract under the solicitation but is not, then the protesting bidder or offeror shall be entitled to the reasonable costs incurred in connection with the solicitation, including the bid preparation costs, other than attorney's fees or profit.

The decision of the Superintendent or his designee shall be final and conclusive, unless determined by a court of competent jurisdiction to have been fraudulent or clearly arbitrary and capricious or contrary to law.

**Z. CORRECTIVE ACTION REQUEST (C.A.R.)**

In the event that an incident may occur with a contracted vendor which is deemed to be unacceptable, The Kenton County School District may issue a Corrective Action Request (C.A.R.) to the vendor. Please refer to this policy on page 8 of Purchasing Procedures and Guidelines as published on the Kenton County Board of Education's website: <https://www.kenton.k12.ky.us/Content2/294>.

**AA. RECIPROCAL PREFERENCE**

In accordance with 200 KAR 5:400 ALL BIDDERS must complete the attached "REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING RESIDENT BIDDER STATUS" and include this completed form with the bid submittal. If the non-resident bidder is from a state which gives a preference to its own resident bidders/vendors, but not to Kentucky vendors the Kentucky resident bidder gets a preference on the Kentucky bid opportunity equivalent to the preference given in the non-resident bidder's home state to that state's resident bidder.

**BB. I.R.S. W-9 FORM**

All Awarded Bidders as a result of this Invitation to Bid shall submit a completed IRS W-9 Form within ten (10) business days of the Bid Award Notification.

**CC. Corrective Action Request (C.A.R.)**

When an incident occurs with a contracted vendor that The Kenton County School District deems unacceptable, The Kenton County School District may issue a Corrective Action Request (C.A.R.) to the vendor.

The procedure is as follows:

1. The Kenton County School District's Purchasing Department will issue a written C.A.R. to the vendor in question detailing the incident, problem, and/or issue(s) relating to the contract. This letter may be sent to vendor via certified mail.
2. The vendor may have up to two (2) weeks from the date of issue to respond to Kenton County Schools in writing.
3. The Kenton County Purchasing Department will review the vendor's response, evaluate it, and determine whether or not the proposed solution is suitable to Kenton County Schools.
4. Once the written response received from the vendor is deemed suitable by Kenton County Schools' Purchasing Department, Kenton County Schools will issue a C.A.R. - Response detailing the action proposed by the vendor and agreed upon by Kenton County Schools.
5. If Kenton County Schools' Purchasing Department does not receive a response from the vendor, the contract shall be dissolved and considered null and void. In addition, the Bidder may not bid on future contracts for three (3) years.
6. If the written response received from the vendor is deemed unsuitable by Kenton County Schools' Purchasing Department, Kenton County Schools will issue a C.A.R. - Response defining what action will be taken. Kenton County Schools may revoke the contract and refuse potential bids from the vendor until such a time is deemed suitable by Kenton County Schools.

**DD. CLEAN AIR / CLEAN WATER:** For contracts and sub-grants of amounts in excess of \$150,000, your contract must include a clause requiring the contractor to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-.7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387) and the contractor must agree to report all violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

○ The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.

○ The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.

**EE. SUSPENSION AND DEBARMENT:** Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required.

The Contractor understands that a contract award (see 2 CUR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:



The certification in this clause is a material representation of fact relied upon by **The Kenton County School District**. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to **The Kenton County School District**, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 CER 180 .220 while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**FF. LOBBYING:** Contractors that apply or bid for an award exceeding \$100,000 must file the required certification pursuant to Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The following clause is suggested, but not mandatory.

The Contractor will comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and the New Restrictions on Lobbying and has signed and attached to this agreement the Certificate Regarding Lobbying and, if applicable, the Disclosure of Lobbying Activities (Forms SF-LLL) and annually will sign and submit a certificate, if applicable, Form SF-LLL to **The Kenton County School District**.

**GG. BUY AMERICAN.** The Buy American provision was added to the National School Lunch Act (NSLA) by Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336). Section 12(n) to the NSLA (42 USC 1160(n)), requiring school food authorities (SFA5) to purchase, to the maximum extent practicable, domestic commodity or product.

- o "Domestic Commodity or Producer are defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States.

"Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically.

Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.

Buy American: Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US.

Federal regulations require that all foods purchased for Child Nutrition Program be of domestic origin to the maximum extent practicable. While rare, two (2) exceptions may exist when:

1. The product is not produced or manufactured in the US in sufficient, reasonable and available quantities of a satisfactory quality, such as bananas and pineapple; and
2. Competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.

ALL products that are normally purchased by Distributor as non-domestic and proposed as part of this solicitation must be identified with the country of origin. Distributor shall outline their procedures to notify School when products are purchased as non-domestic. Any substitution of a non-domestic product for a domestic product (which was originally a part of the solicitation), must be approved, in writing, by the Food Service Director, prior to the delivery of the product to the School. Any non-domestic product delivered to the School, without the prior, written approval of the Food Service Director, will be rejected.

Distributor must affirm their willingness to assert their best and reasonable efforts to ensure compliance with this federal rule.

**HH. COST REIMBURSABLE CONTRACTS**

The school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts.

- o Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
- o The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account);

or

The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

- The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;
- The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
- The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
- The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.
- Prohibited expenditures. No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost reimbursable contract that fails to include the requirements of this section, nor may any expenditure be made from the nonprofit school food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, net allowable costs.

For any clarification relative to this bid, email all questions to [cinda.roberts@kenton.kyschools.us](mailto:cinda.roberts@kenton.kyschools.us).



**KENTON COUNTY BOARD OF EDUCATION  
INSTRUCTIONAL AND OFFICE SUPPLIES BID  
LIST OF POSSIBLE DELIVERY LOCATIONS**

<b>Beechgrove Elementary School</b> <i>Andrea Krumpelman, Principal</i> 1029 Bristow Road Independence, KY 41051 (859) 371-1636	<b>White's Tower Elementary</b> <i>Tony Procaccino, Principal</i> 2977 Harris Pike Independence, KY 41051 (859) 356-9668
<b>J. A. Caywood Elementary</b> <i>Kim Mott, Principal</i> 3300 Turkeyfoot Road Edgewood, KY 41017 (859) 341-7062	<b>Turkey Foot Middle School</b> <i>Holly Spritzky, Principal</i> 3230 Turkeyfoot Road Edgewood, KY 41017 (859) 341-0216
<b>Ft. Wright Elementary</b> <i>Tina Wartman, Principal</i> 501 Farrell Drive Ft. Wright, KY 41011 (859) 331-7742	<b>Twenhofel Middle School</b> <i>Dr. Shannon Gross, Principal</i> 11846 Taylor Mill Road Independence, KY 41051 (859) 356-5559
<b>Kenton Elementary</b> <i>Mindy Coleman, Principal</i> 11246 Madison Pike Independence, KY 41051 (859) 356-3781	<b>Woodland Middle School</b> <i>Christi Jefferds, Principal</i> 5399 Pride Parkway Taylor Mill, KY 41015 (859) 356-7300
<b>Piner Elementary</b> <i>Tiffany Burris, Principal</i> 2845 Piner Ridge Road Morningview, KY 41063 (859) 356-2155	<b>Dixie Heights High School</b> <i>Nate Niemi, Principal</i> 3010 Dixie Highway Crestview Hills, KY 41017 (859) 341-7650
<b>R. C. Hinsdale Elementary</b> <i>Josh Feldman, Principal</i> 440 Dudley Road Edgewood, KY 41017 (859) 341-8226	<b>Scott High School</b> <i>Carolyn Stewart, Principal</i> 5400 Pride Parkway Taylor Mill, KY 41015 (859) 356-3146
<b>River Ridge Elementary</b> <i>Jena Smiddy, Principal</i> 2772 Amsterdam Road Villa Hills, KY 41017 (859) 341-5260	<b>Simon Kenton High School</b> <i>Craig Reinhart, Principal</i> 11132 Madison Pike Independence, KY 41051 (859) 363-4100
<b>Ryland Heights Elementary</b> <i>Dan Schacherer, Principal</i> 3845 Stewart Road Ryland Heights, KY 41015 (859) 356-9270	<b>Ignite Institute</b> <i>Dr. Julie Whitis, Principal</i> 37 Atlantic Avenue Erlanger, KY 41018 (859) 817-9570
<b>Summit View Academy</b> <i>Alex Fangman, Principal</i> 5006 Madison Pike Independence, KY 41051 (859) 363-4700	<b>Northern KY Youth Development Center</b> <i>Karen Hendrix, Director</i> 15600 Turner Road Crittenden, KY 41030 (859) 356-3172
<b>Taylor Mill Elementary</b> <i>Carrie Holloway, Principal</i> 5907 Taylor Mill Road Taylor Mill, KY 41015 (859) 356-2566	<b>Kenton County Board of Education</b> <i>Cinda Roberts, Purchasing Agent</i> 1055 Eaton Drive Fort Wright, KY 41017 (859) 957-2630
<b>Kenton County Bus Garage</b> <i>Tim Dierker, Shop Supervisor</i> 11094 Madison Pike Independence, KY 41051 (859) 356-4937	<b>Transportation Dept. (Main Office)</b> <i>Jim Hale, Director</i> 11800 Taylor Mill Road Independence, KY 41051

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
SPECIAL CONDITIONS - Page 1 of 7**

**AWARDING OF CONTRACT(S)**

Contracts may be awarded to the best evaluated bidder(s) meeting **all specifications and conditions**, and subject to all other provisions of this invitation to bid. Price shall be considered, but need not be the sole determining factor. Contracts will be awarded on a per item basis, on a group basis, or on a total basis; whichever is deemed to be in the best interest of The Kenton County School District. The Board of Education has the right to reject any and all bids if it is deemed in its best interest. In an attempt to minimize orders under \$50.00, vendors who are the low bidder on one (1) or only several items with little chance of obtaining this dollar threshold will not be selected.

**SCOPE OF CONTRACT**

This is a "Requirements" contract to provide a ready source for the procurement of class rings and sundry graduation requirements, to include but not necessarily be limited to, Class Rings, Graduation Announcements and Accessories, Caps, Gowns, Hoods, Stoles, and Diplomas on an "as needed" basis for The Kenton County School District. Minimum specifications are identified.

**PERIOD OF CONTRACT**

**The period of the contract will be from July 1, 2022, through June 30, 2023.**

If agreed upon by both parties, the agreement may be extended annually for up to three (3) additional annual renewals. Prices may be negotiated but may not exceed the percentage change of the Consumer Price Index annualized (from monthly percentage changes) as published on the Bureau of Labor Statistics website.

**INSURANCE**

General conditions require all contractor(s) working for the Kenton County Board of Education to carry liability and worker's compensation insurance and to **furnish proof of such coverage.** Kenton County Schools shall be named as the Certificate Holder and shall have 30 days written notice for policy cancellation. The minimum acceptable coverage is:

- A. Worker's Compensation – Kentucky Statutes
- B. Public Liability – not less than \$1,000,000.00 per occurrence
- C. Property Damage – not less than \$1,000,000.00 per occurrence
- D. Automobile Liability Insurance – not less than \$500,000 per occurrence

**QUANTITIES**

The exact amount of items required will be governed by actual needs. Parents and/or students of The Kenton County School District will only be obligated, under this contract, to the extent of orders issued and materials received/ordered. The resultant contract(s) will be used as the primary source(s) for the requirements specified herein.

**CONTRACT ADMINISTRATOR/TECHNICAL POINT OF CONTACT**

The following employees of The Kenton County School District are identified to use all powers under the contract to enforce its faithful performance:

**CONTRACT ADMINISTRATOR(S):** As the Contract Administrator, the following individual(s), or his designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance:

*Cinda Roberts, Purchasing Agent, 859-957-2630*

**TECHNICAL POINT OF CONTACT(S):** The following individuals shall work directly with the Contractor on a daily basis in scheduling, coordinating, and providing general direction under the resulting contract:

*Dixie Heights High School, Mrs. Teresa Catchen, Secretary  
Scott High School, Mr. Alan Yanke, Assistant Principal  
Simon Kenton High School, Ms. Jamie Lawson, Secretary*

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
SPECIAL CONDITIONS - Page 2 of 7**

**PROPOSAL PREPARATION AND REQUIREMENTS**

**GENERAL REQUIREMENTS:**

RFP Response: In order to be considered for selection, Bidders must submit a complete response to this RFP. One (1) original of each proposal shall be submitted to The Kenton County School District. No other distribution of the proposal shall be made by the Bidder.

Proposal Preparation: Proposals shall be signed by an authorized representative of the Bidder. All information requested must be submitted. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis shall be on completeness and clarity of content.
- Each copy of the proposal shall be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- Ownership of all data, materials and documentation originated and prepared for The Kenton County School District pursuant to the RFP shall belong exclusively to The Kenton County School District.
- All blanks and information requested are to be completed **on the Bid Form(s)** in order to qualify your bid. Do not bid any special grouping other than those listed herein.

**SUBMITTALS, EVALUATION, AND AWARDING OF CONTRACT(S)**

Proposals shall be as thorough and detailed as possible so that The Kenton County School District staff may properly evaluate the Bidder's capabilities to provide the required services. Proposals must be submitted on 8 ½" x 11" paper, and prepared simply and concisely. Elaborate artwork, expensive paper, bindings, visual, and presentation aids are not required. Bidders are required to submit the following items **as a complete proposal** due at the date and time of the **sealed bid opening**:

1. The return of the "**Bid Form**", signed and filled out as required.
2. Complete **Reference Sheet & Bid Submittal Checklist**, to include a minimum of three (3) school systems.
3. A written "**Quality of Service**" proposal (Maximum 3 Pages) see below for details.
4. Samples as indicated below:
  - Bidder shall include a sample Cap, Gown, Tassel, Stole, Cord, Announcements (2 and 3 fold) w/Envelopes, Memory Book, Thank You Note, Envelope Seals, Class Key w/Chain, Name Cards, Diplomas, Certificate of Attendance.
5. Signed and dated **Conflict of Interest** form.
6. Sample Order Form
7. Sample Catalog/Sample Packet of all merchandise/materials intended to be offered to The Kenton County School District to purchase.
8. Sample of End of Year Statement.

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
SPECIAL CONDITIONS - Page 3 of 7**

Contracts may be awarded to the best overall evaluated bidder meeting all specifications and conditions, and subject to all other provisions of this request for proposal. The Board of Education has the right to reject any and all proposals if it is deemed in its best interest. Bids will be evaluated based on the following criteria:

Overall Cost (May be looked at on an individual school, items, and/or group basis)	70%
References	10%
Perceived Product Quality (Samples and Offerings)	10%
Perceived Overall Quality of Service (see below for detail) <u>(Employees (w/training, background), Appointment Availability, etc.)</u>	10%
Total	100%

**Overall Cost Calculation:**

The Overall Cost figure shall be arrived at by awarding the low bidder a score of 70 points. The other bidders shall be awarded a percentage of the total using the low priced bidder as the baseline.

i.e. Bidder A bids \$100.  
Bidder B bids \$110.

Bidder A receives 70 points.

Bidder B receives points as follows:  $(1 - ((\text{Bid B} - \text{Bid A}) / \text{Bid A})) \times 70 \text{ points} = 63 \text{ points}$

**References:**

A list of three existing customer references shall be supplied with your bid. Each of these three references will be contacted and asked "Overall on a scale of 1-10 please rank this company". The three scores shall be averaged and this average will be the bidders score. If a bidder is greater than 10 points from the lead bidder, this bidder's references shall not be contacted. Note: If the bidder is a current or past supplier to the board in the past five years - the board reserves the right to provide the sole score. This is the third step in the evaluative process.

**Perceived Quality of Samples:**

Board employee(s) will be asked to provide a subjective score from 0 – 10 based on the overall perceived quality of the samples and options (on announcements) provided from each bidder.

**Perceived Quality of Service:**

From a written service proposal (3-page maximum) supplied with this bid an overall score of 0-10 shall be awarded to each bidder. This score shall be subjective based upon the perceived level of service offered including objectives, program services and the scope of these services, implementation strategies including a timeline, on-line capabilities, how our account would be maintained, estimated number of visits per location and what would be accomplished per visit, employees assigned to our account including training & qualifications, procedures for late delivery, discounts and incentives, and normal Appointment Availability, etc.

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
SPECIAL CONDITIONS - Page 4 of 7**

**SERVICE REQUIREMENTS**

**DELIVERY/DISTRIBUTION**

1. All order distribution shall be conducted by the Contractor. Delivery of all materials shall be made in coordination with each individual school principal or his/her designee.
2. The Contractor shall have a minimum of 3 number of personnel to make delivery and distribution to the students at the school.

**ORDERS/RETURNS:**

1. All clerical and accounting procedures will be the responsibility of the Contractor. Order forms will be sequentially numbered. Each school must be provided an accounting of all class rings and graduation sundries ordered under this resulting contract with an itemized breakdown.
2. The Contractor shall provide a receipt to each student containing the company's and student's name, date, complete description (e.g. size, color, weight, etc...) and amount of monies received. This shall be provided to the student within two (2) weeks of the ordering date.
3. The Contractor shall take orders for at least two (2) consecutive days, and one (1) day for make-up orders, to be concluded by the date specified by the school principal. At least two (2) "Parent Nights" shall be an option for each school. It will be the decision of the individual school to arrange "Parent Nights". Scheduling of all order taking must be arranged with each individual school. Orders shall be taken in sufficient time to allow for delivery to take place and have any discrepancies resolved.
4. The Contractor shall provide a minimum of two (2) trained personnel during the order taking sessions to assist in taking orders, sizes (if required), and answer questions.
5. The Contractor shall provide brochures explaining the cost and ordering procedures. Brochures (any/all printed materials) must be pre-approved by the Facility Systems Director as well as the Principal prior to distributing to students. All handling fees and shipping/delivery charges are to be included in the price, no extra charges shall be allowed. The brochures are to be distributed to the students at least two (2) weeks prior to the first day of ordering.
6. The Contractor may charge a nominal late charge for late orders placed after a mutually agreeable deadline. Cancellation charges may also be charged depending upon how far along the order is in the production process. All additional charges must be approved by the Purchasing Director of The Kenton County School District.
7. The Contractor shall provide gowns and hoods to each school's faculty at no charge and/or loan gowns and hoods to the school at no charge. No more than ten (10) gowns and hoods shall be provided to each school per year.
8. Refunds shall be issued on any order that is not personalized. Refunds shall be granted upon the merit of student(s) not meeting graduation requirements. Graduation sundries shall be exchanged for a different school if student transfers to a different school after the order has been placed (e.g., a Scott student transfers to Dixie in March of their graduation year.)
9. The Contractor shall donate five (5) "Basic Packages" (cap, gown, tassel, and stole) to each school per year to cover underprivileged seniors.
10. **The awarded vendor shall be responsible for the handling of all monies and product distribution including on-time and late orders. No school personnel shall have any role in the distribution of product and the collection of any/all monies for products under this agreement.**

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
SPECIAL CONDITIONS - Page 5 of 7**

**END OF YEAR STATEMENT(S):** The Bidder shall provide a sample of proposed annual reports (an accounting of all class rings and graduation sundries) and all distribution ordering literature. The report shall include, but not be limited to the following in a Microsoft Excel format:

STUDENT NAME	SCHOOL	ITEM P/N	ITEM DESCRIPTION	QUALITY / METAL	QUANTITY	UNIT PRICE
Susie Smith	Simon Kenton	55555	Lds standard class ring	10k yellow	1	\$100.00
Susie Smith	Simon Kenton	77777	Bi-fold announcements	N/A	50	\$50.00

**CATALOG:** All products offered to The Kenton County School District must be shown in the Bidder's catalog. Prices shall be provided to The Kenton County School District along with the Bid by the sealed bid opening date on all such merchandise.

**DISPUTES:** Any dispute that may result from the sale, delivery, warranty, design, or for any reason involving the contract will be resolved by the Contract Administrator.

**TELEPHONE NUMBER(S):** The Contractor shall provide a local or a toll free telephone number of school account representative and plant representative that can be called by school staff, students, and parents. Failure to return calls resulting in complaints to The Kenton County School District Central Office shall be a direct violation of bid requirements.

**PACKAGING AND MARKING:** All graduation materials delivered to the student, by the Contractor, shall be individually packaged with the student's name placed on the outside of the package.

**LOST OR DAMAGED GOODS:** The schools will not be held responsible for lost or damaged goods left by the Contractor.

**CONTRACT AWARD DOCUMENT:** The Kenton County School District will award a contract referencing all related documents corresponding to this solicitation. Under no circumstances will The Kenton County School District sign or execute any subsequent vendor form.

**PROPOSAL ACCEPTANCE PERIOD:** The proposal shall be binding upon the Bidder for a minimum of sixty (60) calendar days following the proposal receipt and opening date. Any proposal on which the Bidder shortens the acceptance period may be rejected as determined by the Facility Systems Director.

**PROPOSAL PRICES:** Bid prices shall be firm and fixed throughout the contract period. State sales tax shall not be included in prices on all student/parent purchases. Any items purchased directly by the Board of Education (diplomas) shall not include state sales tax. No extra charges shall be allowed.



**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
SPECIAL CONDITIONS - Page 6 of 7**

PROPOSAL/SOLICITATION RESULTS: The results of the bid award will be sent out to all respective bidders after the June 6, 2022, Board Meeting.

COORDINATION OF SERVICES: The Contractor shall plan and coordinate the delivery of services with the individual school principal or his/her designee. All meetings shall be approved by the school designee. All printed materials shall be approved by the Facility Systems Director as well as each Building Principal. All discounted pricing available through this solicitation shall be highlighted in any printed materials.

EXTRA CHARGES NOT ALLOWED: The proposal price shall be for PACKAGE PRICING only (**NOT** Bid Pricing) with complete delivery of services and shall include all applicable fees (e.g. shipping, handling, packaging, postage, etc...). Extra charges will not be allowed.

INDENTIFICATION OF PROPOSAL ENVELOPE/PACKAGE: The signed proposal shall be returned in a separate envelope or package, sealed, addressed as directed on the Invitation to Bid, and identified as follows.

From:	_____	_____	_____
	Name of Bidder	Due Date	Due Time
	_____	_____	_____
	Street Address	City, State	Zip
	_____	_____	
	RFP Title	Purchasing Agent	

If a proposal not marked as described above, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location. No other correspondence or other proposals shall be placed in the envelope. The Kenton County School District does not accept facsimile proposals.

LATE PROPOSALS: To be considered for selection, proposals must be received by The Kenton County School District Purchasing Department by the designated date and time. Proposals received in the Purchasing Department after the date and time designated are non-responsive, automatically disqualified and will not be considered. The Kenton County School District is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-school mail system or delivery by any other means. It is the sole responsibility of the Bidder to ensure that his/her proposal reaches the Purchasing Department by the designated date and hour.

METHOD OF PAYMENT: The Contractor shall be paid on the basis of invoices submitted directly to the student, a deposit of \$50 or one half of the total order, whichever is less, to be paid at the time that the order is placed. The remaining balance shall be paid in full at the time of delivery.

ITEMS AVAILABLE FOR DELIVERY AT THE TIME OF ORDER:

The vendor shall have the ability to distribute basic memory books and the souvenir tassels at the time that the student places their order. All other items shall be received in one (1) shipment and distributed by the awarded representative and his/her staff.

FORMULATION OF SCHOOL CREST:

It shall be the responsibility of the awarded Bidder to develop a school crest for any new Kenton County School at no charge.

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
SPECIAL CONDITIONS - Page 7 of 7**

REFUNDS AND RETURNS: Refunds shall be issued on any order that is not personalized. Refunds shall be granted upon the merit of student(s) not meeting graduation requirements. Graduation sundries shall be exchanged for a different school if student transfers to a different school after the order is placed.

ORDER FORMS AND GRADUATION SUNDRIES ASSEMBLIES:

Bidder shall develop an order form for graduation sundries whereas a "basic package" is listed at the TOP of the bid form. This package shall include one (1) soft cap, (1) gown, (1) embroidered stole and two (2) tassels. It shall be the responsibility of the awarded representative to communicate the need of only the essential items listed in the fore mentioned package. To minimize the amount of time students are out of class, only one assembly shall be called during the school year for the distributing of graduation item ordering information. Additional packets shall be left at the school for students unable to attend.

PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that they may utilize, using their best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees to be fully responsible for the acts and omissions of their subcontractors and of persons employed by them as they are for the acts and omissions of their own employees.

QUALIFICATIONS OF CONTRACTORS: The Kenton County School District may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to The Kenton County School District all such information and data for this purpose as may be requested. The Kenton County School District further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Bidder fails to satisfy The Kenton County School District that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

GRADUATION CEREMONY RESPONSIBILITIES

It shall be the responsibility of the Contractor to be present at each school's graduation ceremony. The Contractor shall bring additional caps, gown, and tassels to accommodate any type of emergency. The Contractor shall also bring double sided tape to anchor the stoles.

QUANTITIES: The quantities specified in this bid are estimates only to be used for evaluative purposes. Orders shall be placed on an as needed basis only by the school, the district, and/or the students.

RECEIPT OF PROPOSAL: It is the responsibility of the Contractor to assure that the proposal is delivered to the place designated for receipt of proposals prior to the time set for receipt of proposals. No proposal received after the time designated for receipt of proposals shall be considered.

LOCAL/TOLL FREE TELEPHONE NUMBER: The Bidder shall provide a local or toll free telephone number for school account representative and plant representative that can be called by school staff, students, and parents.

REPRESENTATIVE: Each school shall be appointed a representative who shall be personally responsible and present at all related meetings/occasions. If it is not possible to be present, they shall contact the Building Principal and the Purchasing Agent 48 hours prior to meeting for approval to send a substitute.



**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS  
SPECIFICATIONS**

**STONES**

Stones shall be available in either smooth or faceted surface.  
Simulated Birthstones shall be provided at no additional cost:

<u>Birthstones</u>		<u>Genuine Stones</u>
January-Garnet	July-Ruby	Black Onyx
February-Amethyst	August-Peridot	Mother of Pearl
March-Aquamarine	September-Fire Blue Spinel	
April-White Zircon	October-Pink Tourmaline	
May-Emerald	November-Yellow Topaz	
June-Alexandrite	December-Blue Zircon	

**METALS**

Bidder shall offer a yellow and white alternative to gold. Additional white alternatives may be offered. White alternatives may include one (1) fine jeweler's stainless steel.

**SELECTION**

1. Bidder shall offer one (1) official series of rings to include activity/sport option.
2. Bidder shall provide an array of design/insignia choices to reflect multiple disciplines, vocations, hobbies, sports, etc...

**OTHER CLASS RING CHOICES**

Bidder shall provide a list of all other class ring choices (other than those outlined on the bid form) along with prices for each metal choice.

**PRICING**

All ring base prices shall include three (3) initials, birthstone choice, stone options (excluding diamonds), two (2) side/activity panels, custom mascots and antique finish. All prices shall include solid filled backs. Plastic and other materials are not to be used.

**GUARANTEE**

The Bidder shall maintain a lifetime guarantee on the ring and stone that includes the following:

1. The ring shall be re-sized for the lifetime of the ring at no charge.
2. All chipped or cracked stones shall be replaced at no charge for the ring.
3. Any student changing classes and/or schools shall have the year/date and school crest changed at no charge.
4. All defects in workmanship shall be replaced/corrected at no charge within three (3) weeks of notification for the lifetime of the ring.
5. Cleaning and refinishing shall be performed at no charge for the lifetime of the ring.

(Note: All Class Ring Orders shall be complete no later than December 20, of each year or an alternative mutually agreed upon date by the assigned Building Representative (Kenton County employee) and the awarded company).

**THE KENTON COUNTY SCHOOL DISTRICT  
CAPS, GOWNS, HOODS, AND STOLES  
SPECIFICATIONS**

**SOFT CAPS**

1. Caps shall be styled in the traditional academic styling.
2. Board shall be white polyethylene foam with a minimum size of 9" x 9" and ¼" thick.
3. A cap button shall be provided on the top of the cap, covered with the same material as the cap.
4. Caps shall have a full cut crown.
5. Caps sizes shall be elastic and adjustable to accommodate different size crowns.
6. The Bidder shall provide a full sized detachable tassel approximately fifteen (15) inches long of a contrasting or matching color attached to the cap by looping over cap button in center. The tassel shall consist of sixty-four (64) strands. Metallic date bands, symbolic in nature with the year of graduation shall be included.

**GOWNS**

1. Gowns shall be manufactured from a 100% poly satin summer weave material.
2. Gowns shall have lightweight yoke for coolness and fit.
3. The front of the gown shall be fully pleated.
4. Ample fullness in the body and sleeves shall be provided to allow for smooth draping appearance and sizing.
5. Gowns shall be in at least twelve (12) sizes in increments of two (2) inch of back length. Sizes shall be from 5'0" to 6'10". A size to fit individuals of extraordinary build also must be made available.

**STOLES**

1. Stoles shall be constructed of a satin material.
2. Stoles shall be embroidered in the school's colors for the entire graduating class. The school's initials will be embroidered on one side of the stole and the class year date will be embroidered on the other side.
3. Gold stoles will be provided for the Top 20 and any student with a 4.0 and higher GPA. Gold stoles will be embroidered with Cum Laude, Summa Cum Laude, Magna Cum Laude on each stole in addition to the previously stated embroidery. The gold stoles shall be provided in place of the standard stole for these students.

**FACULTY HOODS**

1. Hoods shall be constructed of 100% poly satin summer weave material.
2. Hood shall be patterned after traditional academic styling.
3. Hood lining colors and arrangement shall be indicative of school awarding the degree.

**FACULTY GOWNS**

Faculty gowns must meet the specified requirements listed above and be black in color.

**HONOR CORDS**

1. The length of the honor cords shall be a minimum of 50 inches without the tassel.
2. The length of each tassel shall be a minimum of 4 inches.
3. The cord shall be three (3) ply twisted together. The thickness of the cord shall be a minimum of ¼" in thickness.

**THE KENTON COUNTY SCHOOL DISTRICT  
GRADUATION ANNOUNCEMENTS/ACCESSORIES  
SPECIFICATIONS**

**GRADUATION ANNOUNCEMENTS**

The Bidder shall provide Graduation Announcements in accordance with the following minimum specifications:

The specifications for the **paper** are:

White Vellum Paper is used for all three schools (Dixie Heights, Scott and Simon Kenton).

Premium sulphite, acid free, archival, basis weight is 30#, caliper is 6.4, felt is 250, brightness is 90 and opacity is 90. The Announcements may be two or three fold. The Announcements tend to vary from year to year. A samples/sample book showing possible options based upon the pricing for the specification listed should accompany your proposal. Each school has the option to make selections based upon the specification listed or the sample options presented.

Announcements shall have an engraved special seal in large size, including matching envelopes, tissue paper inside, and slits for name cards. The Bidder shall provide an instruction letter and provide a poster to advertise the date.

For text and etchings: Fine-line thermograph raised text print. Clear and sharp impressions

For seal or crest: A genuine engraved seal or crest in gold engraving ink (Silver is also available) with additional background colors in foil or engraving process (as required).

The leaf colors matching universal PMS numbers are:

**Simon Kenton-** Pantone Reflex Blue leaf on design

Pantone Black 03 ink for etching

Pantone Reflex Blue ink for text

Zaph Chancery 14 pt font for text

Silver engraved crest with Pantone Reflex Blue background leaf

**Scott High School-** Pantone 306 (blue) leaf on design

Silver engraved crest with Pantone 306 background leaf

Pantone Black 03 ink for text

Lucia 16 pt font

Raised panel on paper

**Dixie Heights High School-** Red Pantone 485 leaf color

Silver engraved crest with Pantone 485 background leaf

Pantone Black 03 ink for fineline etching and text

Flemish 16 pt font

**GRADUATION ACCESSORIES**

The Bidder shall provide the following graduation accessories:

1. Basic Name Cards
2. Basic Padded memory book shall be laminated.
3. Thank You Notes
4. Envelope Seals
5. Class Key
6. Class Key with Chain

**THE KENTON COUNTY SCHOOL DISTRICT  
DIPLOMAS  
SPECIFICATIONS**

**DIPLOMAS**

All diplomas shall have the following minimum specifications:

1. A representative from the successful company shall meet individually with a representative at each school to confirm information, color, amounts, school crests, etc...
2. Service shall be prompt and dependable.
3. Shipments shall be made directly to the school listed on the purchase order.
4. Each school will require a two (2) styles of diplomas: a traditional diploma and an alternative diploma.
5. White envelopes shall be provided for each diploma.
6. A plastic protector and tissue insert shall be provided for each diploma.
7. Transportation costs shall be included in the cost of the bid.
8. Any and all new dye fees, printer's fees, etc., shall be included in the cost of the bid.
9. Four (4) extra covers and inserts shall be provided to each school in addition to the total ordered for possible additional students with a stipulation of a required credit if not used.
10. The price per each listed on the bid form shall include cover, insert, plastic protector, tissue, ribbon on corners of covers, white envelope, crest of the school, dye fees, printer's fees, transportation costs, any and all of the specifications.
11. A sample shall be provided with the bid.

**INDIVIDUAL SCHOOL SPECIFICATIONS**

**Dixie Heights High School  
3010 Dixie Highway, Crestview Hills, KY 41017  
(859) 341-7650  
Contact: Teresa Catchen**

QUANTITY: Diplomas & Covers: 350

**COVER**

1. Covers shall be a side fold, 6" x 8" with a double line embossed on the outside of front cover.
2. Covers shall be padded.
3. Picture of school shall be etched inside of the cover on the left side.
4. Color of the cover shall be red.
5. Ribbons shall be provided as corner pockets of the cover. Ribbon shall be 1" wide. Color of the ribbon shall be red.
6. Color of the school name on the front of the cover shall be in silver.
7. Covers shall be pebbled surface.

**DIPLOMAS**

1. Diploma shall have a red/silver crest in top center. The school shall provide details of the crest.
2. The grade of paper for the diploma shall be 24 lb. Parchment, 100% cotton and rag content, and the paper shall be acid free.
3. The Principal's, Superintendent's and Chairperson of the Board of Education's signatures shall be preprinted on the diplomas. There shall be NO lines under the signatures. Titles shall be under preprinted signatures.

**THE KENTON COUNTY SCHOOL DISTRICT  
DIPLOMAS  
SPECIFICATIONS**

4. Date on diploma shall have month and year.
5. Diploma shall have stamp of The Kenton County School District seal to match the school's crest at lower left corner.
6. Diploma shall have open space on the lower right corner for any other award the school deems necessary.
7. Diploma shall have the name of the school printed in **BOLD** print.
8. Diploma shall have the name of the student printed in **BOLD** print.

**Scott High School  
5400 Old Taylor Mill Road, Taylor Mill, KY 41015  
(859) 356-3146  
Contact: Alan Yanke**

QUANTITY: Diplomas & Covers: 300

**COVER**

1. Covers shall be a side fold, 6" x 8" with a double line embossed on the outside of front cover.
2. Covers shall be padded.
3. Picture of school shall be etched inside of the cover on the left side.
4. Color of the cover shall be gray.
5. Ribbons shall be provided as corner pockets of the cover. Ribbon shall be 1" wide. Color of the ribbon shall be blue.
6. Color of the school name on the front of the cover shall be in silver.
7. Covers shall have a smooth surface.

**DIPLOMAS**

1. Diploma shall have a blue/silver crest in top center. The school shall provide details of the crest.
2. The grade of paper for the diploma shall be 24 lb. Parchment, 100% cotton and rag content, and the paper shall be acid free.
3. The Principal's, Superintendent's and Chairperson of the Board of Education's signatures shall be preprinted on the diplomas. There shall be NO lines under the signatures. Titles shall be under preprinted signatures.
4. Date on diploma shall have month and year.
5. Diploma shall have stamp of The Kenton County School District seal to match the school's crest at lower left corner.
6. Diploma shall have open space on the lower right corner for any other award the school deems necessary.
7. Diploma shall have the name of the school printed in **BOLD** print.
8. Diploma shall have the name of the student printed in **BOLD** print.
9. Provide gold self-sticking seals for diplomas for (1) Summa Cum Laude, (2) Magna Cum Laude and (3) Cum Laude.

**THE KENTON COUNTY SCHOOL DISTRICT  
DIPLOMAS  
SPECIFICATIONS**

**Simon Kenton High School  
11132 Madison Pike, Independence, KY 41051  
(859) 363-4100  
Contact: Jamie Lawson**

QUANTITY: Diplomas & Covers: 450

**COVER**

1. Covers shall be a side fold, 6" x 8" with a double line embossed on the outside of front cover.
2. Covers shall be padded.
3. Picture of school shall be etched inside of the cover with blue ink on the left side.
4. Color of the cover shall be white.
5. Ribbons shall be provided as corner pockets of the cover. Ribbon shall be 1" wide. Color of the ribbon shall be blue.
6. Color of the school name on the front of the cover shall be in gold.
7. Covers shall have a smooth surface.

**DIPLOMA**

1. Diploma shall have a blue/gold crest in top center. The school shall provide details of the crest.
2. The grade of paper for the diploma shall be 24 lb. Parchment, 100% cotton and rag content, and the paper shall be acid free.
3. The Principal's, Superintendent's and Chairperson of the Board of Education's signatures shall be preprinted on the diplomas. There shall be NO lines under the signatures. Titles shall be under preprinted signatures.
4. Date on diploma shall have month and year.
5. Diploma shall have stamp of The Kenton County School District seal to match the school's crest at lower left corner.
6. Diploma shall have open space on the lower right corner for any other award the school deems necessary.
7. Diploma shall have the name of the school printed in **BOLD** print.
8. Diploma shall have the name of the student printed in **BOLD** print.

**THE KENTON COUNTY SCHOOL DISTRICT  
DIPLOMAS  
SPECIFICATIONS**

**Kenton County School District  
1055 Eaton Drive, Fort Wright, KY. 41017  
(859) 957-2614  
Contact: Cathy Finley**

QUANTITY: Diplomas & Covers: 100

**COVER**

1. Covers shall be a side fold, 6" x 8" with a double line embossed on the outside of front cover.
2. Covers shall be padded.
3. Picture of district logo (5 color) shall be etched inside of the cover.
4. Color of the cover shall be maroon.
5. Color of the 4 corner ribbon shall be maroon.
6. Color of the district name on the front of the cover shall be in gold.
7. Covers shall have a smooth surface.

**DIPLOMA**

1. Diploma shall be black and white with the district logo (5 color) in top center. The district shall provide details of this logo.
2. The grade of paper for the diploma shall be 24 lb. Parchment, 100% cotton and rag content, and the paper shall be acid free.
3. There will be lines for the Superintendent's and Chairperson of the Board of Education's signatures. There shall be NO lines under the signatures. Titles shall be printed under these lines at the bottom of the diploma.
4. Diploma shall have the name of the district printed in **BOLD** print.
5. There shall be a space for the student name to be printed on the diploma.

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS  
BID FORM**

**PRICING SCHEDULE:** The Bidder shall agree to provide High School Graduation Requirements at the following firm fixed unit prices in accordance with the specifications, general and special terms and conditions identified herein. Package Pricing only NOT BID PRICING.

Quantities listed below are annual estimates. The exact amount of items required will be governed by actual needs. Parents and/or students of The Kenton County School District will only be obligated under this contract, to the extent of orders issued and materials received/ordered.

Prices listed below do not include State of Kentucky Sales Tax.

All ring base prices shall include three (3) inside engraved initials, birthstones, stone options, side/activity panels, custom mascots, and antique finish. All prices shall include solid filled backs. Plastic and other materials are not to be used.

<b>RING NAME</b>	<b>DESCRIPTION</b>	<b>EST. PENNYWEIGHT</b>	<b>STONE SIZE</b>	<b>EST. QTY.</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>Jostens Achiever (A11), Balfour Landmark (I11) or equal Male Ring</b>						
	White or Yellow 10K Gold	Dwt.	mm.	2		
	White or Yellow 14K Gold	Dwt.	mm.	1		
	White Alloy	Dwt.	mm.	13		
	Silver Elite with Platinum	Dwt.	mm.	1		
<b>Jostens Royal (A12), Balfour Stellar (I21) or equal Female Ring</b>						
	White or Yellow 10K Gold	Dwt.	mm.	1		
	White or Yellow 14K Gold	Dwt.	mm.	1		
	White Alloy	Dwt.	mm.	3		
	Silver Elite with Platinum	Dwt.	mm.	1		
<b>Jostens Magnum (A13) or equal Male Ring</b>						
	White or Yellow 10K Gold	Dwt.	mm.	1		
	White or Yellow 14K Gold	Dwt.	mm.	1		
	White Alloy	Dwt.	mm.	8		
	Silver Elite with Platinum	Dwt.	mm.	1		
<b>Jostens Pageant (A14) or equal Female Ring</b>						
	White or Yellow 10K Gold	Dwt.	mm.	1		
	White or Yellow 14K Gold	Dwt.	mm.	1		
	White Alloy	Dwt.	mm.	2		
	Silver Elite with Platinum	Dwt.	mm.	1		



**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS  
BID FORM**

RING NAME	DESCRIPTION	EST. PENNYWEIGHT	STONE SIZE	EST. QTY.	UNIT PRICE	TOTAL PRICE
<b>Jostens Delicate (A16) or equal Female Ring</b>						
	White or Yellow 10K Gold	Dwt.	mm.	1		
	White or Yellow 14K Gold	Dwt.	mm.	1		
	White Alloy	Dwt.	mm.	4		
	Silver Elite with Platinum	Dwt.	mm.	1		
<b>Jostens Classic Band (B21) or equal Male Ring</b>						
	White or Yellow 10K Gold	Dwt.	mm.	1		
	Shadowcast or Forged Iron	Dwt.	mm.	12		
	White Alloy	Dwt.	mm.	3		
	Silver Elite with Platinum	Dwt.	mm.	1		
<b>Jostens Classic Thin Band(B22) or equal Female Ring</b>						
	White or Yellow 10K Gold	Dwt.	mm.	1		
	Shadowcast or Forged Iron	Dwt.	mm.	1		
	White Alloy	Dwt.	mm.	4		
	Silver Elite with Platinum	Dwt.	mm.	1		
<b>Jostens Basic (P11) or equal Male Ring</b>						
	White or Yellow 10K Gold	Dwt.	mm.	1		
	White or Yellow 14K Gold	Dwt.	mm.	1		
	White Alloy	Dwt.	mm.	2		
	Silver Elite with Platinum	Dwt.	mm.	1		
<b>Jostens Basic (P12) or equal Female Ring</b>						
	White or Yellow 10K Gold	Dwt.	mm.	1		
	White or Yellow 14K Gold	Dwt.	mm.	1		
	White Alloy	Dwt.	mm.	1		
	Silver Elite with Platinum	Dwt.	mm.	1		

Actual sales for 2020 were 150 rings with total sales of \$55,226.00 and for 2021 were 100 rings with total sales of \$37,402.00. All figures shown are estimates only, and the Board will not guarantee any sales.

Lead Time after receipt of order: \_\_\_\_\_ days / weeks (Circle One)

**THE KENTON COUNTY SCHOOL DISTRICT  
CAPS, GOWNS, HOODS, & COLLARS**

## BID FORM

Quantities listed below are annual estimates. The exact amount of items required will be governed by actual needs. Parents and/or students of The Kenton County School District will only be obligated under this contract, to the extent of orders issued and materials received/ordered.

The estimated quantity of 1086 is the combined total of graduating seniors for the 2021 school year excluding Basic Diploma Recipients from The Kenton County School District.

CAPS, GOWNS, HOODS, & COLLARS CAPS, GOWNS, HOODS, & COLLARS				
ITEM #	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL PRICE
	<b>Basic Package:</b> Cap, Gown, Embroidered Stole & (2)Tassels	1086	\$ .	\$ .

### Possible Additional Items:

ITEM #	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL PRICE
	Cords	1260	\$ .	\$ .
	Cap & (2) Tassels	1	\$ .	\$ .
	Gown	1	\$ .	\$ .
	Embroidered Stole	1	\$ .	\$ .

*Note: In some cases special cords may be purchased by the students from third party sources.*

Check either "Loan" free of charge or "Donate" free of charge,

ITEM #	DESCRIPTION	EST. QTY	LOAN	DONATE
	Black Faculty Gowns	30 (10 per school)		
	Colored Hoods to indicate degree and school	30 (10 per school)		

Lead time after receipt of order: \_\_\_\_\_ days / weeks (Circle One)

THE KENTON COUNTY SCHOOL DISTRICT  
GRADUATION ANNOUNCEMENTS & ACCESSORIES

# BID FORM

Quantities listed below are annual estimates. The exact amount of items required will be governed by actual needs. Parents and/or students of The Kenton County School District will only be obligated under this contract, to the extent of orders issued and materials received/ordered.

GRADUATION ANNOUNCEMENTS & ACCESSORIES					
ITEM #	DESCRIPTION	EST. QTY.	PACKAGE QTY.	UNIT PRICE	TOTAL PRICE
	Two-Fold Announcements w/ Envelopes – Scott High School	80	25	\$ .	\$ .
		1	50	\$ .	\$ .
		1	75	\$ .	\$ .
		1	Each	\$ .	\$ .
	Three-Fold Announcements w/ Envelopes – Dixie Heights High & Simon Kenton High	200	25	\$ .	\$ .
		1	50	\$ .	\$ .
		1	75	\$ .	\$ .
		1	Each	\$ .	\$ .
	Name Cards, Standard	50	50	\$ .	\$ .
	Name Cards, Foil	1	25	\$ .	\$ .
		290	50	\$ .	\$ .
		5	100	\$ .	\$ .
	Padded Memory Book	1	Each	\$ .	\$ .
	Thank You Notes, Standard	120	25	\$ .	\$ .
	Envelope Seals	304	50	\$ .	\$ .
	Dorm Sweatshirt-Hooded	106	Each	\$ .	\$ .
	Dorm Sweatpants	95	Each	\$ .	\$ .
	Class Key	1	Each	\$ .	\$ .
	Year/Date Key Ring	133	Each	\$ .	\$ .

Lead time after receipt of order \_\_\_\_\_ days / weeks (Circle One)

**THE KENTON COUNTY SCHOOL DISTRICT  
DIPLOMAS  
BID FORM**

**Diplomas**

<b>ESTIMATED QUANTITY</b>	<b>SCHOOL</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
<b>350</b>	Dixie Heights High School		
<b>300</b>	Scott High School		
<b>450</b>	Simon Kenton High School		
<b>100</b>	The Kenton County School District		

**Diploma Covers**

<b>ESTIMATED QUANTITY</b>	<b>SCHOOL</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
<b>350</b>	Dixie Heights High School		
<b>300</b>	Scott High School		
<b>450</b>	Simon Kenton High School		
<b>100</b>	The Kenton County School District		

**List any/all product(s) intended to be offered to The Kenton County School District not previously listed on the Bid Form.**

[illegible]

32

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
BID FORM**

TO: Cinda Roberts, Purchasing Agent  
The Kenton County School District  
1055 Eaton Drive  
Ft. Wright, KY 41017

RE: CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS

All blanks and information requested are to be completed on the bid form in order to qualify your bid. Prices listed in the "Unit Price" column shall reflect the net price after discount. The Kenton County School District reserves the right to make multiple awards. The Board of Education reserves the right to order additional quantities, as needed, and at the bid prices, for the duration of the contract period.

Having carefully examined the instructions to bidders and the specifications, on the above referenced bid, the undersigned bidder proposes to furnish all labor, materials, equipment, tools, supplies, services, and temporary devices required to complete the work in accordance with the contract documents and any addenda listed below for the price stated herein.

**Addenda** \_\_\_\_\_ (Insert the addenda number(s) received or the word "none" if no addenda received.)

In compliance with the INVITATION TO BID, and subject to all the conditions, thereof, the undersigned hereby certifies that all items and/or services included in this bid shall be in compliance with all requirements and technical specifications included in this invitation to bid, except as noted below:

EXCEPTIONS:

**Ordering Information** (Exactly how the information appears on the W-9)

Company Name \_\_\_\_\_

DBA \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact/Title \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Description of Products/Services \_\_\_\_\_

**Authorized Bidder's Signature & Date** \_\_\_\_\_

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
BID FORM**

**Accounts Receivable and Check Remittance Information**

Remittance Department Name \_\_\_\_\_

Remittance Street Address \_\_\_\_\_

Remittance City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Accounts Receivable Contact/Title \_\_\_\_\_

Accounts Receivable Telephone/Fax \_\_\_\_\_

Accounts Receivable E-Mail Address \_\_\_\_\_

The district is considering implementing Electronic Funds Transfers for payment. Does your firm accept payment via Electronic Funds Transfer (EFT) **Circle One ( YES / NO )**

**CREDIT CARD OPTIONAL PAYMENT METHOD:**

THE BOARD HAS THE ABILITY TO PAY FOR PREMIUMS WITH A MASTERCARD. DOES YOUR FIRM ACCEPT PAYMENT WITH A MASTERCARD, AND IF SO IS THERE ANY ADDITIONAL CHARGES ASSOCIATED WITH THIS FORM OF PAYMENT:

(Yes or No - Circle One) Any Charge Associated with this form of payment  
\$\_\_\_\_\_.

**Only Quantities listed on the Bid Forms will be used for evaluation purposes.  
The Board does not guarantee any sale quantities.**

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
REFERENCE SHEET & BID SUBMITTAL CHECKLIST**

List three (3) school systems of similar size and scope that services have been rendered to.

SCHOOL	CONTACT NAME
ADDRESS	PHONE NO. (        )        -
E-Mail Address	
SERVICES RENDERED:	

SCHOOL	CONTACT NAME
ADDRESS	PHONE NO. (        )        -
E-Mail Address	
SERVICES RENDERED:	

SCHOOL	CONTACT NAME
ADDRESS	PHONE NO. (        )        -
E-Mail Address	
SERVICES RENDERED	



THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES

Bid Submittal Checklist

Item to include with submittal	Included
Bid Form(s), completed & signed, Pages 27-34	
Reference Sheet & Bid Submittal Checklist (Completed), Page 35-36	
Conflict of Interest Form, completed & signed, Page 37	
Perceived Quality of Service (3-page maximum write-up), Page 15	
Requested Samples of Merchandise, Page 14	
Sample Order Form, Page 14	
Sample Catalog/Sample Packet of all merchandise/materials, Page 14	
Sample of Proposed End of Year Statement, Page 17	
Proof of Required Insurance, Page 13	
Required Affidavit for Bidders, Offerors and Contractors claiming resident bidder status, Page 38	
W-9	

Bid tabulations shall be available for viewing within three days after the Board Award at;

<https://www.kenton.k12.ky.us/Content2/300>

## **CONFLICT OF INTEREST**

**REQUIRED FORM – MUST BE COMPLETED AND SUBMITTED IN SEALED BID PACKET IN ORDER FOR BID TO BE CONSIDERED**

1. It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefore, in which to his knowledge:
  - a) He, or any member of his immediate family has a financial interest therein; or
  - b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or
  - c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
2. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefore.
3. It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
4. The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefore.
5. It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

References: KRS 156.480, OAG 80-32, Model Procurement Code 45A.455

**NOTE: THIS CERTIFICATE MUST BE SIGNED AND ATTACHED TO THE BID FORM IN ORDER FOR YOUR BID TO BE QUALIFIED.**

Solicitation/Contract : \_\_\_\_\_

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING  
RESIDENT BIDDER STATUS**

**REQUIRED FORM FOR KY BIDDERS – MUST BE COMPLETED AND SUBMITTED IN SEALED BID PACKET IN ORDER FOR BID TO BE CONSIDERED**

**FOR BIDS AND CONTRACTS IN GENERAL:**

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
  - a. Filed Kentucky corporate income taxes;
  - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
  - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

_____ Signature	_____ Printed Name
_____ Title	_____ Date
Company Name	_____
Address	_____
	_____
	_____
Subscribed and sworn to before me by _____	
	(Affiant)                      (Title)
of _____	this _____ day of _____, 20____.
(Company Name)	
_____ Notary Public	
[seal of notary]	My commission expires: _____





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](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**ADDENDUM #1**

**Issued for the Class Rings & Graduation Sundries RFP on 03/28/2022,  
to change the following:**

Item 1: Page 7, Paragraph T.      REQUIREMENTS

**From:**

All deliveries must be complete within three (3) days from receipt of purchase order unless otherwise stated in the bid specifications and conditions.

**To:**

All deliveries must be complete within sixty (60) days from receipt of purchase order unless otherwise stated in the bid specifications and conditions.

AUTHORIZED BY WITH TITLE:

Clide Roberts

Signature

Purchasing Agent

Title

3/28/22

Date

BIDDER ACKNOWLEDGMENT/ACCEPTANCE:

\_\_\_\_\_  
Signature – Authorized Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print the name of the signature above

\_\_\_\_\_  
Company

**PLEASE RETURN THIS PAGE WITH ALL OF THE REQUIRED BID DOCUMENTS**

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson   Karen L. Collins, Vice Chairperson   Gene Dupin   Shannon Herold   Jessica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

**THE KENTON COUNTY SCHOOL DISTRICT  
GRADUATION SUNDRIES  
BID FORM**

List any/all product(s) intended to be offered to The Kenton County School District not previously listed on the Bid Form.

(These items will not be used for evaluation purposes)

Item	Item Number	UOM	Price per Unit
SY 23 PHOTO CARD SAMPLE PACK	#19	1	1.00
Standard RETURN ADDRESS LABELS	#20	set of 60	14.25
Mascot RETURN ADDRESS LABELS	#21	set of 60	14.25
Tissue Overlay	#22	set of 25	7.95
Mascot ENVELOPE SEALS	#23	set of 40	14.00
FOIL THANK YOU NOTES - Gold & Silver	#24	set of 25	14.25
MULTI COLOR THANK YOU NOTES	#25	set of 25	14.25
SENIOR STATIONERY	#26	set of 25	14.25
Mascot THANK YOU NOTES	#27	set of 25	15.00
ANNOUNCEMENT Plus+	#28	1 Sheet of 10	9.00
Senior Jewelry	#29	1	27.00
Senior Tankard	#30	1	32.00
Personal Thank You Cards	#31	set of 50	26.75
* NEW Duffle Bag	#32	1	34.95
* T-SHIRT 2 PACK - Black / Grey Cotton	#33	1	34.95
* ECO TEE	#34	1	27.95
* WHITE TANK	#35	1	19.95
Tassels - STATUS, STACKED MASCOT, SHADOW STACKED, SHADOW STATUS -	#36	1	16.25
MINI-TASSEL KEY RING	#37	1	13.50
SOUVENIR TASSEL	#38	1	8.25
* 2023 SENIOR BAG	#39	1	14.95
* 2023 SENIOR SOCKS	#40	1	18.95
* 2023 SENIOR BEANIE	#41	1	18.95
* 2023 UNISEX FLEECE SHORTS	#42	1	26.95
* NEW LEGGINGS	#43	1	49.95
* 24/7 STRETCH JOGGER	#44	1	49.95
DIPLOMA FRAME	#45	1	27.95
DELUXE GRAD FRAME	#46	1	44.95
NEW Crewneck Sweatshirt	#47	1	55.95
NEW Zip-Up Hoodie	#48	1	55.95
NEW Teal Hoodie - SAMPLE IS COMING, NOT YET HERE		1	55.95

Lead time after receipt of order: \_\_\_\_\_ days / weeks (Circle One)

ITEMS WITH ASTERISK(\*) WILL SHIP TO CUSTOMER'S HOME ADDRESS TYPICALLY WITHIN 2-3 WEEKS. ALL OTHER PRODUCTS WILL BE DELIVERED TO THE STUDENT'S HIGH SCHOOL BY YOUR LOCAL JOSTENS REP IN THE SPRING.

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
BID FORM**

TO: Cinda Roberts, Purchasing Agent  
The Kenton County School District  
1055 Eaton Drive  
Ft. Wright, KY 41017

RE: CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS

All blanks and information requested are to be completed on the bid form in order to qualify your bid. Prices listed in the "Unit Price" column shall reflect the net price after discount. The Kenton County School District reserves the right to make multiple awards. The Board of Education reserves the right to order additional quantities, as needed, and at the bid prices, for the duration of the contract period.

Having carefully examined the instructions to bidders and the specifications, on the above referenced bid, the undersigned bidder proposes to furnish all labor, materials, equipment, tools, supplies, services, and temporary devices required to complete the work in accordance with the contract documents and any addenda listed below for the price stated herein.

Addenda #1 (Insert the addenda number(s) received or the word "none" if no addenda received.)

In compliance with the INVITATION TO BID, and subject to all the conditions, thereof, the undersigned hereby certifies that all items and/or services included in this bid shall be in compliance with all requirements and technical specifications included in this invitation to bid, except as noted below:

EXCEPTIONS:

**Ordering Information** (Exactly how the information appears on the W-9)

Company Name JOSTENS, Inc.  
DBA MICHAEL J. BEERMAN & ASSOCIATES, LLC  
Street Address 8216 PRINCETON GLENDALE RD., #106  
City WEST CHESTER State OH Zip 45069  
Contact/Title MIKE BEERMAN / Scholastic Representative  
Telephone/Fax (513) 772-6204  
E-Mail Address mike.beerman@jostens.com  
Description of Products/Services to provide class rings and graduation services to the Kenton County School District  
Authorized Bidder's Signature & Date Michael J. Beerman 4/4/22

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
BID FORM**

**Accounts Receivable and Check Remittance Information**

Remittance Department Name Jostens, Inc.

Remittance Street Address 21336 Network Place

Remittance City Chicago State IL Zip 60673

Accounts Receivable Contact/Title Customer Service

Accounts Receivable Telephone/Fax 800-854-7464

Accounts Receivable E-Mail Address payadvice@jostens.com

The district is considering implementing Electronic Funds Transfers for payment. Does your firm accept payment via Electronic Funds Transfer (EFT) **Circle One ( ☒ YES / NO )**

**CREDIT CARD OPTIONAL PAYMENT METHOD:**

THE BOARD HAS THE ABILITY TO PAY FOR PREMIUMS WITH A MASTERCARD. DOES YOUR FIRM ACCEPT PAYMENT WITH A MASTERCARD, AND IF SO IS THERE ANY ADDITIONAL CHARGES ASSOCIATED WITH THIS FORM OF PAYMENT:

(Yes or ☒ No - Circle One) Any Charge Associated with this form of payment  
\$\_\_\_\_\_.

**Only Quantities listed on the Bid Forms will be used for evaluation purposes.  
The Board does not guarantee any sale quantities.**

*Mike Burman 4/5/22*

**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES  
REFERENCE SHEET & BID SUBMITTAL CHECKLIST**

List three (3) school systems of similar size and scope that services have been rendered to.

SCHOOL	CAMPBELL COUNTY HIGH SCHOOL	CONTACT NAME	Amy Meyer / Adam Ritter
ADDRESS	909 Camel Crossing Alexandria, KY 41001	PHONE NO. ( 859 )	635 - 4161 x6010
		E-Mail Address	amy.meyer@campbell.kyschools.u
SERVICES RENDERED:	Class Rings, Graduation Announcements & Accessories, Regalia, and Diplomas		
SCHOOL	LLOYD HIGH SCHOOL	CONTACT NAME	Julie Bosley / Mike Key
ADDRESS	450 Bartlett Avenue Erlanger, KY 41018	PHONE NO. ( 859 )	727 - 1555
		E-Mail Address	julie.bosley@erlanger.kyschools
SERVICES RENDERED:	Class Rings, Graduation Announcements & Accessories, Regalia, and Diplomas		
SCHOOL	LUDLOW HIGH SCHOOL	CONTACT NAME	Travis Caudill
ADDRESS	150 Adela Avenue Ludlow, KY 41016	PHONE NO. ( 859 )	261 - 8211
		E-Mail Address	travis.caudill@ludlow.kyschools.u
SERVICES RENDERED	Class Rings, Graduation Announcements & Accessories, Regalia, and Diplomas		



**THE KENTON COUNTY SCHOOL DISTRICT  
CLASS RINGS AND GRADUATION SUNDRIES**

**Bid Submittal Checklist**

<b>Item to include with submittal</b>	<b>Included</b>
Bid Form(s), completed & signed, Pages 27-34	✓
Reference Sheet & Bid Submittal Checklist (Completed), Page 35-36	
Conflict of Interest Form, completed & signed, Page 37	
Perceived Quality of Service (3-page maximum write-up), Page 15	
Requested Samples of Merchandise, Page 14	
Sample Order Form, Page 14	
Sample Catalog/Sample Packet of all merchandise/materials, Page 14	
Sample of Proposed End of Year Statement, Page 17	
Proof of Required Insurance, Page 13	
Required Affidavit for Bidders, Offerors and Contractors claiming resident bidder status, Page 38	
W-9	

Bid tabulations shall be available for viewing within three days after the Board Award at;

\*\*\*\*\*[.kenton.k12.ky.us/Content2/300](http://kenton.k12.ky.us/Content2/300)

## **CONFLICT OF INTEREST**

**REQUIRED FORM – MUST BE COMPLETED AND SUBMITTED IN SEALED BID PACKET IN ORDER FOR BID TO BE CONSIDERED**

1. It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefore, in which to his knowledge:
  - a) He, or any member of his immediate family has a financial interest therein; or
  - b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or
  - c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
2. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefore.
3. It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
4. The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefore.
5. It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

Signature Michael J. Bevrne

Date 4/4/22

References: KRS 156. 480, OAG 80-32, Model Procurement Code 45A.455

**NOTE: THIS CERTIFICATE MUST BE SIGNED AND ATTACHED TO THE BID FORM IN  
ORDER FOR YOUR BID TO BE QUALIFIED.**

Solicitation/Contract : \_\_\_\_\_





**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](http://www.kenton.kyschools.us)  
Dr. Henry Webb, Superintendent of Schools

**ADDENDUM #1**

**Issued for the Class Rings & Graduation Sundries RFP on 03/28/2022,  
to change the following:**

Item 1: Page 7, Paragraph T.      REQUIREMENTS

**From:**

All deliveries must be complete within three (3) days from receipt of purchase order unless otherwise stated in the bid specifications and conditions.

**To:**

All deliveries must be complete within sixty (60) days from receipt of purchase order unless otherwise stated in the bid specifications and conditions.

AUTHORIZED BY WITH TITLE:

Cinde Roberts

Signature

Purchasing Agent

Title

3/28/22

Date

BIDDER ACKNOWLEDGMENT/ACCEPTANCE:

Michael J. Beerman

Signature - Authorized Company Representative

3/28/22

Date

MICHAEL J. BEERMAN

Please print the name of the signature above

JUSTENS, Inc.

Company

**PLEASE RETURN THIS PAGE WITH ALL OF THE REQUIRED BID DOCUMENTS**

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson   Karen L. Collins, Vice Chairperson   Gene Dupin   Shannon Herold   Jessica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities*."