

It's about ALL kids.

Issue Paper

DATE:

May 18, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve Dixie Heights High School would like to contract with School Datebooks (who is a Kenton County discount bid vendor) for the purpose of creating and printing our high school agendas for the upcoming 2022/23 school year.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Each school year we provide student agendas for each student. We have used School Datebooks for the past couple of years for this purpose. We would like to enter into contract again for the design and production of this year's agenda. Students use the agenda for planning purposes and also for sign in purposes (with a student barcode) to our daily Pride class.

FISCAL/BUDGETARY IMPACT:

The cost of the agendas for the 2022/23 school year is \$3675.00 which will be paid from SBDM Instructional funds.

RECOMMENDATION:

Approval to Dixie Heights High School would like to contract with School Datebooks for the purpose of creating and printing our high school agendas for the upcoming 2022/23 school year.

CONTACT PERSON:

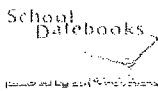
Teresa Catchen/Nate Niemi


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.



2022 Classic High Block 5.5x8.5 Contract

Order online @ schooldatebooks.com

2880 U.S. Hwy. 231 S.
Lafayette, IN 47909-2874
Phone: (800) 705-7526
Fax: (765) 471-8874

School
Dixie Heights High School
3010 Dixie Hwy
FT Mitchell, KY 41017

Administrator
Mr Nate Niemi, Principal
Phone: (859) 341-7650
Fax:
Email: nathan.niemi@kenton.kyschools.us

Contact
Ms Teresa Catchen, Bookkeeper
Phone: (859) 341-7650
Cell/Summer Number: (859) 466-6638
Email: teresa.catchen@kenton.kyschools.us

Date: 5/6/2022
Sales Rep: Erica Connors
ericacconnors@schooldatebooks.com
CSR: Jill Sarjent
jillsarjent@schooldatebooks.com

Billing and Shipping

Bill To PO#:
Kenton County Schools
Attn: Accounts Payable
1055 Eaton Drive
Fort Wright, Kentucky 41017
United States
Email: teresa.catchen@kenton.kyschools.us

Ship To Dixie Heights High School
Ms Teresa Catchen
3010 Dixie Hwy
FT Mitchell, Kentucky 41017
United States
Email: teresa.catchen@kenton.kyschools.us

Desired Delivery Date: 8/12/2022
Earliest Delivery Date:

No deliveries prior to 5/1/2022. It is possible that your books may arrive before your Desired Delivery Date. Please take this into account when selecting your dates and make sure the facilities are open and able to accept delivery at this time.
A 2-week window between the EDD and ODD is required.

Product	#Books	#Pages	Cost/Book	Base Cost
Classic High Block 5.5x8.5	1,500	0	\$2.50	\$3,750.00

FastTrack Pricing

FastTrack	\$3,750.00	x	0%	\$0.00
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Discounts *Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$3,750.00	x	0.00	\$0.00
4% Discount for contracts received by 10/29/21*	\$3,750.00	x	0.00	\$0.00
3% Discount for contracts received by 12/17/21*	\$3,750.00	x	0.00	\$0.00
2% Discount for contracts received by 4/8/22*	\$3,750.00	x	0.00	\$0.00
1% School District Discount	\$3,750.00	x	0.00	\$0.00

Cover Options

Custom Action	Custom cardstock design with clear poly overlay	\$0.30	x	0	\$0.00
Custom Cardstock	High value, full-color, laminated cardstock front cover	\$0.20	x	1,500	\$300.00
Custom Cardstock Back Cover		\$0.10	x	0	\$0.00
Printing on inside covers (inside front and inside back)		\$0.10	x	0	\$0.00
Custom PolyFusion™	100% custom, full-color front and back covers – highest durability	\$0.60	x	0	\$0.00
Personalized Cardstock	Personalized cardstock covers featuring your school name and logo in black ink	\$0.00	x	0	\$0.00
Spirit	Durable cardstock; Make it your own with your school color, then add school name and logo.	\$0.10	x	0	\$0.00
Standard	Durable cardstock cover	\$0.00	x	0	\$0.00
Plastic Window	Artistic designs on PolyFusion™. School name will appear if handbook is added.	\$0.25	x	0	\$0.00

Enhancements

Vinyl pocket page	\$0.20	x	0	\$0.00
Stickers (per sheet)	\$0.20	x	0	\$0.00
Card-stock hall pass	\$0.10	x	0	\$0.00
Full Color handbook	\$0.00	x	0	\$0.00

Accessories

This Week Marker (Minimum order of 25)	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$3.95	x	0	\$0.00

Adjustments

Percent: Kenton county Bid 10%	10.00%	x	\$3,750.00	-\$375.00
Adjustments Total				\$375.00
Sub-Total*				\$3,675.00

Shipping and Handling: 13% , Shipping Discount of 13% Applied, free shipping BID Rate applies to contiguous US/Canada only.

Int'l rates may vary.	\$0.00
Sales Tax: Exempt#: b-470	\$0.00

* Net 30 (Net due within 30 days from invoice date)

* Sales tax will be added if applicable

Total (USD) \$3,675.00

* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

Final Per Book Cost	\$2.45
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Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to meet the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the Buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

In the event that an item on this contract is impacted by tariffs, SDI may impose a surcharge in the amount of the tariff. SDI will notify you if your order will be impacted.

One-Year Contract

We agree to purchase datebooks from School Datebooks for the year of 2022-2023.

Three-Year Contract

We agree to purchase datebooks from School Datebooks for the years of 2022-2023, 2023-2024, 2024-2025 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract. (*Shipping rate subject to change after initial year.)

Date

Signed (School Administrator)

Title