

Issue Paper

DATE:

June 3, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve Fort Wright Elementary requests to approve a contract with School Datebooks (KCSD Bid Vendor) for the purpose of creating and printing primary and elementary (intermediate) agendas/planners for the 2022-23 school year.

APPLICABLE BOARD POLICY:

01.1 - Legal Status of the Board

HISTORY/BACKGROUND:

Fort Wright Elementary provides student planners to all students as a form of daily communication between the school and families. Fort Wright Elementary would like to enter into the contract again for the design and production of agendas for the 2022-23 school year.

FISCAL/BUDGETARY IMPACT:

\$1,599.69 7000 Budget)

RECOMMENDATION:

Approval to Fort Wright Elementary requests to approve a contract with School Datebooks (KCSD Bid Vendor) for the purpose of creating and printing primary and elementary (intermediate) agendas/ planners for the 2022-23 school year.

CONTACT PERSON:

Tina Wartman

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 Primary Block 8.5x11 Contract

Order online @ schooldatebooks.com

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

School

Fort Wright Elementary School 501 Farrell Dr Covington, KY 41011-3775

Administrator Ms Tina Wartman, Principal Phone: (859) 331-7742 Fax: (859) 331-7763

Email:

Contact

Ms Kim Delbarba, Secretary Phone: (859) 331-7742 Cell/Summer Number:

Email: kim.delbarba@kenton.kyschools.us

Date: 1/13/2022 Sales Rep: Damiana Crouch

dcrouch@schooldatebooks.com

CSR: Jill Sarjent

jillsarjent@schooldatebooks.com

Billing and Shipping

Bill To PO#:

Fort Wright Elementary School Ms Kim Delbarba 501 Farrell Dr Covington, Kentucky 41011-3775 United States

Ship To

Fort Wright Elementary School Ms Kim Delbarba 501 Farrell Dr Covington, Kentucky 41011-3775 **United States**

Desired Delivery Date:8/2/2022 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.

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Custom PolyFusion TM 100% custom, full-color front and back covers – highest durability					\$0.80		x	0	\$(
Personalized Cardstock Personalized cardstock covers featuring your school name and logo in black ink					black ink	\$0.00		x	0	\$(
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Total (USD)

\$1,070.28

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

Sales tax will be added if applicable

* 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.

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 or the total or 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 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.

our current price grid for the length of the contract. Compping rate subject to change after initial year.)								
Date	Signed (School Administrator)	Title						
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2022 Classic Elementary Matrix 8.5x11 Contract

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

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Date: 1/13/2022

Sales Rep: Damiana Crouch dcrouch@schooldatebooks.com

CSR: Jill Sarjent

jillsarjent@schooldatebooks.com

Billing and Shipping

BIII To PO#: Fort Wright Elementary School Ms Kim Delbarba 501 Farrell Dr

Covington, Kentucky 41011-3775 United States Email: kim.delbarba@kenton.kyschools.us Ship To

Fort Wright Elementary School Ms Kim Delbarba 501 Farrell Dr Covington, Kentucky 41011-3775 United States Email:

Desired Delivery Date: 8/2/2022 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 DDD is required.

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Sales Tax: Exempt#: Provide Certificate Net 30 (Net due within 30 days from invoice date)

Sales tax will be added if applicable

Total (USD)

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One-Year Contract

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Three-Year Contract

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F3-40	Date	Signed (School Administrator)	Title