



# Issue Paper

**DATE:**  
June 3, 2022

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Fort Wright Elementary requests to approve a contract with School Datebooks (KCS D 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:**

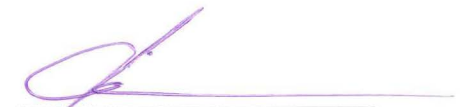
Approval to Fort Wright Elementary requests to approve a contract with School Datebooks (KCS D Bid Vendor) for the purpose of creating and printing primary and elementary (intermediate) agendas/ planners for the 2022-23 school year.

**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

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

Order online @ [schooldatebooks.com](http://schooldatebooks.com)

**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](mailto:kim.delbarba@kenton.kyschools.us)

**Date:** 1/13/2022  
**Sales Rep:** Damiana Crouch  
[dcrouch@schooldatebooks.com](mailto:dcrouch@schooldatebooks.com)  
**CSR:** Jill Sarjent  
[jillsarjent@schooldatebooks.com](mailto: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  
Email: [kim.delbarba@kenton.kyschools.us](mailto: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.

Product	#Books	#Pages	Cost/Book	Base Cost
Classic Primary Block 8.5x11	360	0	\$2.90	\$1,044.00

### FastTrack Pricing

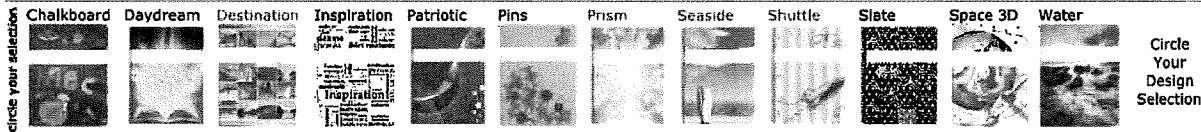
FastTrack	\$1,044.00	x	0%	\$0.00
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### Discounts \*Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$1,044.00	x	0.00	\$0.00
4% Discount for contracts received by 10/29/21*	\$1,044.00	x	0.00	\$0.00
3% Discount for contracts received by 12/17/21*	\$1,044.00	x	0.03	\$31.32
2% Discount for contracts received by 4/8/22*	\$1,044.00	x	0.00	\$0.00
1% School District Discount	\$1,044.00	x	0.00	\$0.00

### Cover Options (View Covers Here)

Custom Action	Custom cardstock design with clear poly overlay	\$0.50	x	0	\$0.00
Custom Cardstock	High value, full-color, laminated cardstock front cover	\$0.40	x	0	\$0.00
Custom PolyFusion™	100% custom, full-color front and back covers - highest durability	\$0.80	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.	\$0.20	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.	\$0.45	x	360	\$162.00



### Enhancements

Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	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	\$1,044.00	-\$104.40
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**Adjustments Total \$104.40**

**Sub-Total\* \$1,070.28**

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#: Provide Certificate

\$0.00

- \* Net 30 (Net due within 30 days from invoice date)
- \* Sales tax will be added if applicable

**Total (USD) \$1,070.28**

\* 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 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 rates and for the length of the contract \* (Shipping rates subject to change after initial year)

our current price grid for the length of the contract. (Shipping rate subject to change over initial year.)

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed (School Administrator)

\_\_\_\_\_  
Title



# 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

Order online @ [schooldatebooks.com](http://schooldatebooks.com)

<b>School</b> Fort Wright Elementary School 501 Farrell Dr Covington, KY 41011-3775	<b>Administrator</b> Ms Tina Wartman, Principal Phone: (859) 331-7742 Fax: (859) 331-7763 Email:	<b>Contact</b> Ms Kim Delbarba, Secretary Phone: (859) 331-7742 Cell/Summer Number: Email: <a href="mailto:kim.delbarba@kenton.kyschools.us">kim.delbarba@kenton.kyschools.us</a>	<b>Date:</b> 1/13/2022 <b>Sales Rep:</b> Damiana Crouch <a href="mailto:dcrouch@schooldatebooks.com">dcrouch@schooldatebooks.com</a> <b>CSR:</b> Jill Sarjent <a href="mailto:jillsarjent@schooldatebooks.com">jillsarjent@schooldatebooks.com</a>
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### Billing and Shipping

<b>Bill To</b> PO#: Fort Wright Elementary School Ms Kim Delbarba 501 Farrell Dr Covington, Kentucky 41011-3775 United States Email: <a href="mailto:kim.delbarba@kenton.kyschools.us">kim.delbarba@kenton.kyschools.us</a>	<b>Ship To</b> Fort Wright Elementary School Ms Kim Delbarba 501 Farrell Dr Covington, Kentucky 41011-3775 United States Email:	<b>Desired Delivery Date:</b> 8/2/2022 <b>Earliest Delivery Date:</b>	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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Product	#Books	#Pages	Cost/Book	Base Cost
Classic Elementary Matrix 8.5x11	175	0	\$2.96	\$518.00

### FastTrack Pricing

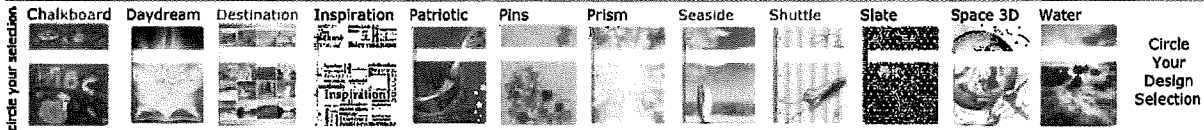
FastTrack	\$518.00	x	0%	\$0.00
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### Discounts \*Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$518.00	x	0.00	\$0.00
4% Discount for contracts received by 10/29/21*	\$518.00	x	0.00	\$0.00
3% Discount for contracts received by 12/17/21*	\$518.00	x	0.03	\$15.54
2% Discount for contracts received by 4/8/22*	\$518.00	x	0.00	\$0.00
1% School District Discount	\$518.00	x	0.00	\$0.00

### Cover Options (View Covers Here)

Custom Action	Custom cardstock design with clear poly overlay	\$0.50	x	0	\$0.00
Custom Cardstock	High value, full-color, laminated cardstock front cover	\$0.40	x	0	\$0.00
Custom PolyFusion™	100% custom, full-color front and back covers – highest durability	\$0.80	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.	\$0.20	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.	\$0.45	x	1.75	\$78.75



### Enhancements

Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	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	\$518.00	-\$51.80
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<b>Adjustments Total</b>	<b>\$51.80</b>
<b>Sub-Total*</b>	<b>\$529.41</b>

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#: Provide Certificate \$0.00

- \* Net 30 (Net due within 30 days from invoice date)
- \* Sales tax will be added if applicable

<b>Total (USD)</b>	<b>\$529.41</b>
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our current price grid for the length of the contract. (Shipping rate subject to change over initial year.)

\_\_\_\_\_

Date

\_\_\_\_\_

Signed (School Administrator)

\_\_\_\_\_

Title