



Kenton County School District | It's about ALL kids.

## Issue Paper

**DATE:**

June 12, 2024

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the contract between River Ridge Elementary and School Datebooks (who is a Kenton County discount bid vendor) for the purpose of creating and printing our elementary agendas and communication folders for the upcoming 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 in the past for this purpose. We would like to enter into a contract again for the design and production of this year's agenda. Students use the agendas to list daily homework assignments and for parent/teacher communications. The communication folders are used to send home the important papers and homework to parents.

**FISCAL/BUDGETARY IMPACT:**

\$3219.36/Title 1

**RECOMMENDATION:**

Approve the contract between River Ridge Elementary and School Datebooks (who is a Kenton County discount bid vendor) for the purpose of creating and printing our elementary agendas and communication folders for the upcoming school year.

**CONTACT PERSON:**

Natalie Ewald

  
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.*

# 2024 Classic Primary Block 8.5x11 Contract

2880 Old U.S. Hwy. 231 S.  
Lafayette, IN 47909-2414  
Phone: (800) 705-7526  
Fax: (765) 471-8874

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

**School**  
River Ridge Elem School  
2772 Amsterdam Rd  
Villa Hills, KY 41017

**Administrator**  
Phone: (859) 341-5260  
Fax: (859) 341-5962  
Email:

**Contact**  
Ms Sherry Taylor, Datebooks  
Phone: (859) 341-5260 x 3  
Cell/Summer Number:  
Email: [sherry.taylor@kenton.kyschools.us](mailto:sherry.taylor@kenton.kyschools.us)

Date: 6/7/2024  
Sales Rep: Erica Connors  
[ericaconnors@schooldatebooks.com](mailto:ericaconnors@schooldatebooks.com)  
CSR: Jill Sarjent  
[jillsarjent@schooldatebooks.com](mailto:jillsarjent@schooldatebooks.com)

## Billing and Shipping

<b>Bill To</b>	<b>PO#:</b> Kenton County Schools Attn Accounts Payable 1055 Eaton Drive Fort Wright, Kentucky 41017 United States Email: <a href="mailto:sherry.taylor@kenton.kyschools.us">sherry.taylor@kenton.kyschools.us</a>	<b>Ship To</b>	River Ridge Elem School Ms Sherri Taylor 2772 Amsterdam Rd Villa Hills, Kentucky 41017 United States Phone: (859) 341-5260 Email:	<b>Desired Delivery Date:</b> 8/9/2024 <b>Earliest Delivery Date:</b> 7/19/2024  No deliveries prior to 5/1/2024. It is possible that your order may arrive before your Desired Delivery Date. To allow for transit time, a 2-week window between the Earliest Delivery Date and Desired Delivery Date is required. Please ensure deliveries can be accepted during this time.
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Product	#Books	# Custom Pages	Cost/Book	Base Cost
Classic Primary Block 8.5x11	350	0	\$2.79	\$976.50

## FastTrack Pricing

FastTrack	\$976.50	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	\$976.50	x	0.00	-\$0.00
4% Discount for contracts received by 10/27/23*	\$976.50	x	0.00	-\$0.00
3% Discount for contracts received by 12/15/23*	\$976.50	x	0.00	-\$0.00
2% Discount for contracts received by 4/12/24*	\$976.50	x	0.00	-\$0.00
1% School District Discount	\$976.50	x	0.00	-\$0.00

## Cover Options

Standard	\$0.00	x	0	\$0.00
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### Primary Block



Note: School name not included on standard cover design.

## Accessories

This Week Marker (Minimum order of 25)	\$0.30	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$4.95	x	0	\$0.00

## Adjustments

Percent: Kenton County Bid 4.00%	x	\$976.00	-\$39.06
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<b>Adjustments Total</b>	<b>\$39.06</b>
<b>Sub-Total*</b>	<b>\$937.44</b>

Shipping and Handling: 15% , Shipping Discount of 15% Applied Rate applies to contiguous US/Canada only. International shipping rates may vary and are subject to change after 30 days.

Sales Tax: Exempt#: Provide Certificate S&H: \$0.00

* Net 30 (Net due within 30 days from invoice date)*	
* Sales tax will be added if applicable	<b>Total (USD) \$937.44</b>

\* 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.

\*SDI reserves the right to request prepayment prior to processing an order.

### One-Year Contract

We agree to purchase datebooks from School Datebooks for the year of 2024-2025.

### Three-Year Contract

We agree to purchase datebooks from School Datebooks for the years of 2024-2025, 2025-2026, 2026-2027 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



# 2024 Create 8.5x11 Contract

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

2880 Old U.S. Hwy. 231 S.  
Lafayette, IN 47909-2414  
Phone: (800) 705-7526  
Fax: (765) 471-8874

**School**  
River Ridge Elem School  
2772 Amsterdam Rd  
Villa Hills, KY 41017

**Administrator**  
Phone: (859) 341-5260  
Fax: (859) 341-5962  
Email:

**Contact**  
Ms Sherry Taylor, Datebooks  
Phone: (859) 341-5260 x 3  
Cell/Summer Number: \_\_\_\_\_  
Email: [sherry.taylor@kenton.kyschools.us](mailto:sherry.taylor@kenton.kyschools.us)

**Date:** 6/7/2024  
**Sales Rep:** Erica Connors  
[ericacconnors@schooldatebooks.com](mailto:ericacconnors@schooldatebooks.com)  
**CSR:** Jill Sarjent  
[jillsarjent@schooldatebooks.com](mailto:jillsarjent@schooldatebooks.com)

## Billing and Shipping

<b>Bill To</b>	PO#:	<b>Ship To</b>	River Ridge Elem School	Desired Delivery Date: 8/9/2024 Earliest Delivery Date: 7/19/2024	
	Kenton County Schools Attn Accounts Payable 1055 Eaton Drive Fort Wright, Kentucky 41017 United States Email: sherry.taylor@kenton.kyschools.us		Ms Sherri Taylor 2772 Amsterdam Rd Villa Hills, Kentucky 41017 United States Phone: (859) 341-5260 Email:		No deliveries prior to 5/1/2024. It is possible that your order may arrive before your Desired Delivery Date. To allow for transit time, a 2-week window between the Earliest Delivery Date and Desired Delivery Date is required. Please ensure deliveries can be accepted during this time.
	<b>Product</b> Create 8.5x11	<b>#Books</b> 500	<b># Custom Pages</b> 0	<b>Cost/Book</b> \$2.34	<b>Base Cost</b> \$1,170.00

## FastTrack Pricing

FastTrack	\$1,170.00	x	0%	\$0.00
<b>Discounts</b> *Discounts do not apply to three-year contracts				
4% Discount per year with a three-year contract	\$1,170.00	x	0.00	-\$0.00
4% Discount for contracts received by 10/27/23*	\$1,170.00	x	0.00	-\$0.00
3% Discount for contracts received by 12/15/23*	\$1,170.00	x	0.00	-\$0.00
2% Discount for contracts received by 4/12/24*	\$1,170.00	x	0.00	-\$0.00
1% School District Discount	\$1,170.00	x	0.00	-\$0.00

## Cover Options

Standard	\$0.00	x	0	\$0.00
Create				



Note: School name not included on standard cover design.

## Accessories

Wall chart	\$7.00	x	0	\$0.00
This Week Marker (Minimum order of 25)	\$0.30	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$4.95	x	0	\$0.00

## Adjustments

Percent: Kenton County 4.00% x \$1,170.00 = -\$46.80

<b>Adjustments Total</b>	<b>\$46.80</b>
<b>Sub-Total*</b>	<b>\$1,123.20</b>

Shipping and Handling: 15% , Shipping Discount of 15% Applied Rate applies to contiguous US/Canada only. International shipping rates may vary and are subject to change after 30 days.

S&H: \$0.00

Sales Tax: Exempt#: Provide Certificate

Tax: \$0.00

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

<b>Total (USD)</b>	<b>\$1,123.20</b>
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Date

Signed (School Administrator)

Title



# 2024 Multi-Product Folders Order

2880 Old U.S. Hwy. 231 S.  
Lafayette, IN 47909-2414  
Phone: (800) 705-7526  
Fax: (765) 471-8874

**School**  
River Ridge Elem School  
2772 Amsterdam Rd  
Villa Hills, KY 41017

**Administrator**  
Phone: (859) 341-5260  
Fax: (859) 341-5962  
Email:

**Contact**  
Ms Sherry Taylor, Datebooks  
Phone: (859) 341-5260 x 3  
Fax:  
Email: sherry.taylor@kenton.kyschools.us

Date: 6/7/2024  
Sales Rep: Erica Connors  
ericconnors@schooldatebooks.com  
CSR: Jill Sarjent  
jillsarjent@schooldatebooks.com

## Billing and Shipping

<b>Bill To</b>	<b>PO#:</b> Kenton County Schools Attn Accounts Payable 1055 Eaton Drive Fort Wright, Kentucky 41017 Email: sherry.taylor@kenton.kyschools.us	<b>Ship To</b>	River Ridge Elem School Ms Sherri Taylor 2772 Amsterdam Rd Villa Hills, Kentucky 41017 United States Phone: (859) 341-5260 Email:	<b>Desired Delivery Date:</b> <b>Earliest Delivery Date:</b>
No deliveries prior to 5/1/2024. It is possible that your order may arrive before your Desired Delivery Date. To allow for transit time, a 2-week window between the Earliest Delivery Date and Desired Delivery Date is required. Please ensure deliveries can be accepted during this time.				

Vinyl Take-Home Folder - Blue (Pack of 24) (FOL-FVBL24pk-095116-03)	\$45.99	x 21 cartons (504 folders)	\$965.79
Vinyl Take-Home Folder - Red (Pack of 24) (FOL-FVRD24pk-095116-03)	\$45.99	x 13 cartons (312 folders)	\$597.87

## Adjustments

Line Item: Vinyl Take-Home Folder - Blue (Pack of 24)	Per Unit: 1.42 Per Folder \$11.91	x	21	-\$250.11
Line Item: Vinyl Take-Home Folder - Red (Pack of 24)	Per Unit: \$1.42 Per Folder \$11.91	x	21	-\$154.83
<b>Adjustments Total</b>				<b>\$404.94</b>
<b>Sub-Total*</b>				<b>\$1,158.72</b>

Shipping and Handling: 15% , Shipping Discount of 15% Applied 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)** **\$1,158.72**

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Date	Signed (School Administrator)	Title
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