

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

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

Order online @ schooldatebooks.com

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

Administrator

Phone: (859) 341-5260 Fax: (859) 341-5962

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

Date: 6/7/2024 Sales Rep: Erica Connors

ericaconnors@schooldatebooks.com CSR: Jill Sarjent

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

Fax: (765) 471-8874

jillsarjent@schooldatebooks.com

Billing and Shipping

Kenton County Schools Attn Accounts Payable 1055 Faton Drive Fort Wright, Kentucky 41017 United States

Email: sherry.taylor@kenton.kyschools.us

River Ridge Elem School Ms Sherri Taylor 2772 Amsterdam Rd Villa Hills, Kentucky 41017 United States Phone: (859) 341-5260

Desired Delivery Date: 8/9/2024 Earliest Delivery Date: 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.

Product Classic Primary Block 8.5x11	#Books 350	# Custom Pages 0		Cost/Book \$2.79		Base Cost \$976.50
FastTrack Pricing	·					
FastTrack			\$976.50	×	0%	\$0.00
Discounts *Discounts do not apply to three-year contracts						
4% Discount per year with a three-year contract			\$976.50	×	0.00	-\$0.00
4% Discount for contracts received by 10/27/23*			\$976.50	×	0.00	-\$0.00
3% Discount for contracts received by 12/15/23*			\$976.50	x	0.00	-\$0.0
2% Discount for contracts received by 4/12/24*			\$976.50	×	0.00	-\$0.00
1% School District Discount			\$976.50	×	0.00	-\$0.00
Cover Options						
Standard			\$0.00	×	0	\$0.00
Primary Block		4.4				



Note: School name not included on standard cover design.

Accessories

This Week Marker (Minimum order of 25)	\$0.30	×	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%

¥ \$976.00 -\$39.06

Adjustments Total \$39.06 Sub-Total* \$937.44

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 Tax: \$0.00

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

Total (USD)

\$937.44

* 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. Rededivery 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 order are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not pald 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, &s 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

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 Date: 6/7/2024

es Rep: Erica Connors ericaconnors@schooldatebooks.com

CSR: Jill Sarjent

jillsarjent@schooldatebooks.com

Biffing and Shipping

Bill To

PO#: Kenton County Schools Attn Accounts Payable 1055 Eaton Drive Fort Wright, Kentucky 41017 United States Email: sherry.taylor@kenton.kyschools.us Ship To River Ridge Elem School

Ms Sherri Taylor 2772 Amsterdam Rd Villa Hills, Kentucky 41017 United States Phone: (859) 341-5260 Email:

Desired Delivery Date: 8/9/2024 Earliest Delivery Date: 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.

Product Create 8.5x11	# Books 500	# Custom Pages 0	Cost/Book \$2.34		Base Cost \$1,170.00	
FastTrack Pricing						
FastTrack			\$1,170.00	хх	0%	\$0.00
Discounts *Discounts do not app	ly to three-year contracts					
4% Discount per year with a three	ee-year contract		\$1,170.00	x	0.00	-\$0.00
4% Discount for contracts receive	ed by 10/27/23*		\$1,170.00	х	0.00	-\$0.00
3% Discount for contracts receive	ed by 12/15/23*		\$1,170.00	x	0.00	-\$0.00
2% Discount for contracts receive	ed by 4/12/24*		\$1,170.00	х	0.00	-\$0.00
1% School District Discount			\$1,170.00	×	0.00	-\$0.00
Cover Options						
Standard		_0_0	\$0.00	x	0	\$0.00



Note: School name not included on standard cover design.

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

Adjustments

Percent: Kenton County 4.00% x \$1,170.00 -\$46.80 **Adjustments Total** \$46.80

Sub-Total* \$1,123.20

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

5&H: \$0.00 Tax: \$0.00

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

Sales tax will be added if applicable

Total (USD) \$1,123.20

* 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, Fallure 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 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.

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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 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

Contact Ms Sherry Taylor, Datebooks Phone: (859) 341-5260 x 3

Date: 6/7/2024
Sales Rep: Erica Connors
ericaconnors@schooldatebooks.com
CSR: JIII Sarlent

poping on County Schools Accounts Payable Eaton Drive Wright , Kentucky 41017 : sherry.taylor@kenton.kyschools.us e-Home Folder - Blue (Pack of 24) (FOL- k-095116-03) e-Home Folder - Red (Pack of 24) (FOL- k-095116-03)	Ship To	River Ridge Elem School Ms Sherri Taylor 2772 Amsterdam Rd Villa Hills , Kentucky 41017 United States Phone: (859) 341-5260 Email: \$45.99	Desired Delivery Date: Earliest Delivery Date: No deliveries prior to 5/1/2024. It is pas Date. To allow for transit time, a 2-week w Date is required. Please ensure deliveries of x 21 cartons (504 folders)	indow between the Earlie	ast Delivery Date a	
on County Schools Accounts Payable Eaton Drive Wright , Kentucky 41017 : sherry.taylor@kenton.kyschools.us e-Home Folder - Blue (Pack of 24) (FOL- k-095116-03) e-Home Folder - Red (Pack of 24) (FOL- k-095116-03)	reconsistent and a success	Ms Sherri Taylor 2772 Amsterdam Rd Villa Hills , Kentucky 41017 United States Phone: (859) 341-5260 Email:	Earliest Delivery Date: No deliveries prior to 5/1/2024, It is pos Date. To allow for transit time, a 2-week w Date is required. Please ensure deliveries of	indow between the Earlie	ast Delivery Date a	and Desired Delivery
k-095116-03) e-Home Folder - Red (Pack of 24) (FOL- k-095116-03)						\$965.79
k-095116-03)		\$45.99	x 13 cartons (312 folders)			
						\$597.87
ake-Home Folder - Red (Pack of 24)			Per Unit: 1.42 Per Folder \$11.91 Per Unit: \$1.42 Per Folder \$11.91	× × Adjustments To	21 21 otal	-\$250.11 -\$154.83 \$404.94
				Sub-Total*		\$1,158.72
d Handling: 15% , Shipping Discount of	15% Applied	I Rate applies to contiguous US	/Canada only. Int'l rates may vary.			\$0.00
Exempt#: Provide Certificate (Net due within 30 days from invoice de	ate)*			Total (USD)		\$0.00
ax will be added if applicable policy: Custom orders (which includes i	andbook, pe	rsonalized/custom cover, or an	enhancements) cannot be exchange		rders can be e	\$1,158.72 exchanged for a
e contract total or the total of all costs incurre see order to SDI. In the event that Invoices ar ts and warrants to SDI that It owns or has the d licenses and/or paying any and all licensing epresentative of the Buyer, I understand and nitract. item on this contract is impacted by tariffs, S	to be provided s and/or additicated endivery fees d as of the date enot paid whe right to use ar fees that may agree that I ha DI may impose	to School Datebooks, Inc. ("SDI") lonal costs to the Buyer. Buyer und may apply if buyer is unable to acc of cancellation, whichever is great n due, Buyer will be responsible for do the produce any and all trademark be due, Buyer agrees to indemnify we authority to sign this contract ar	in the formats specified and within the de erstands that datebook and cover change ept delivery during the agreed upon deliver. Buyer understands that when purchas any expenses, Including reasonable legal s, logos, Images or other materials repro- and hold SDI harmless from and against a d that this contract will remain in effect i	ie orders are required I fees, incurred by SD duced in this product. any and all liability re in the event that I lea	I, the buyer will I in attempt to Buyer will be noted to the use	be responsible for collect the balance responsible for and reproduction
	Signed	(School Administrator)			Title	
ha w interests d ite	nt handbook material and cover artwork are these guidelines may result in delivery delay ges may result in a different per unit cost. I contract total or the total of all costs incurre order to SDI. In the event that invoices ar and warrants to SDI that it owns or has the licenses and/or paying any and all licensing resentative of the Buyer, I understand and ract. em on this contract is impacted by tariffs, SI	It handbook material and cover artwork are to be provided these guidelines may result in delivery delays and/or addit ges may result in a different per unit cost. Redelivery feat contract total or the total of all costs incurred as of the det e order to SDI. In the event that invoices are not pald whe and warrants to SDI that it owns or has the right to use a licenses and/or paying any and all licensing fees that may resentative of the Buyer, I understand and agree that I ha ract. em on this contract is impacted by tariffs, SDI may impose t to request prepayment prior to processing an order.	It handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer under ges may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accontract total or the total of all costs incurred as of the date of cancellation, whichever is great order to SDI. In the event that invoices are not pald when due, Buyer will be responsible for and warrants to SDI that it owns or has the right to use and reproduce any and all trademark licenses and/or paying any and all licrademing fees that may be due, Buyer agrees to indemnify presentative of the Buyer, I understand and agree that I have authority to sign this contract areact. em on this contract is impacted by tariffs, SDI may impose a surcharge in the amount of the buyer.	It handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the de these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change ges may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon deliventract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchas e order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable lega and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks logs, images or other materials reprolicenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against ressentative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect i ract. Em 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 to request prepayment prior to processing an order.	It handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in or these guidelines may result in a different per unit cost. 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Buyer agrees to indemnify and hold SDI harmless from and against any and all liability re resentative 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 lear act. Em 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, it to request prepayment prior to processing an order.	It 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 these guidelines 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 ge smay result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. 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