

**Taylor Publishing Company d/b/a Balfour, Contract # B-57-12smc
Yearbook Services: Middle and High Schools
Contract Cover Sheet**

Contractor	Taylor Publishing Company d/b/a Balfour 1550 W. Mockingbird Lane, Dallas, TX 75235 See Below for Rep. Contact Information		
Contact Information	<p style="text-align: center;"><u>Contacts</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Tami and Scott Stalcup Regional Representatives 102 Wexford Ridge Road Advance Mills VA 22968 Cell: 434-989-8316 tami@stalcup.com; scott@stalcup.com </td> <td style="width: 50%; vertical-align: top;"> Janey Garrison, In-Plant Cust. Service Rep. Dallas, TX 800-947-0410 Janey.Garrison@balfour.com </td> </tr> </table>	Tami and Scott Stalcup Regional Representatives 102 Wexford Ridge Road Advance Mills VA 22968 Cell: 434-989-8316 tami@stalcup.com ; scott@stalcup.com	Janey Garrison, In-Plant Cust. Service Rep. Dallas, TX 800-947-0410 Janey.Garrison@balfour.com
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Pricing, options and incentives/scholarships:	See attached contract		
Contract Term:	May 21, 2012 – May 21, 2015, plus two (2) one-year renewals		
1st Renewal	May 22, 2015 – May 21, 2016		
2nd Renewal	May 22, 2016 – May 21, 2017		
Principal's Choice:	<p>Although initial contract term is for a three-year period, school choice occurs during the spring or summer of each year for the following school year, based on school schedule/preference. Select from the awarded Contractors for the appropriate school level; negotiate yearbook agreement based on contract option pricing and incentives. Principals may sign annual agreement confirming their yearbook selection which MUST contain the following statement: <i>"This Agreement is governed by Contract # B-57-12smc, which will supersede over any conflicting terms contained herein."</i></p>		
Additional Proposal Details:	<p>A PDF copy of the Balfour proposal response, along with a copy of the original RFP and Addendum # 1, is available from the Procurement Division upon e-mail request to susan.monaco@fauquiercounty.gov</p>		
School/Principal Responsibilities:	<ul style="list-style-type: none"> • Meet with Contractor to discuss and verify scheduling for all yearbook related activities, set deadlines and expectations, schedule camp attendance, sign the coming school year's agreement based on all of the details and requirements discussed. • Ensure that any Agreement signed, has the bold italicized disclaimer noted above on the document. • Contact Procurement with any additions made to the contract, to add via official contract modification so that all schools are aware of new options • Contact Procurement in writing to report any serious violations or breach of contract, or if any contract interpretation/clarification is needed 		

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23
Warrenton, Virginia 20186

Phone: (540) 422-8348 Fax: (540) 422-8355
susan.monaco@fauquiercounty.gov

June 6, 2016

Taylor Publishing Company d/b/a Balfour
Attn: Tami Stalcup
1550 W. Mockingbird Lane
Dallas TX 75235

RE: Contract # B-57-12smc, Yearbook Services for Middle and High Schools

Dear Ms. Stalcup:

Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for next one-year renewal option. The period of the renewal will be from **May 22, 2016 through May 21, 2017**.

It is understood and agreed that all terms, conditions, and prices of the original contract remain the same during the contract renewal period, *unless you require price adjustments, which should be made according to Section 6.4, Contract Period/Price Adjustment, in the original RFP/Contract document. If price adjustments are desired, please submit justification according to this section to my office via fax or e-mail immediately. I will forward your request for consideration, and if accepted, will issue a renewal-extension modification to the contract.*

If this is agreeable with your firm and price adjustments are not required, please sign this letter in the space provided below and return it to this office within five (5) days. A fully executed copy will be returned to you.

Sincerely,

Susan R. Monaco

Susan R. Monaco, CPPO, CPPB
Procurement Manager

Taylor Publishing Co. d/b/a Balfour

By: *Tami Stalcup*

Title: Senior Yearbook Sales Manager

Date: June 8, 2016

Fauquier County Gov't/Public Schools

By: *Susan R. Monaco*
Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: 6/9/16

Contract # B-57-12smc, Taylor Publishing Co. d/b/a Balfour,
Middle and High School Yearbook Services



Fauquier County Government and Public Schools
RFP# 57-12sm Yearbook Services
May 21, 2012

Summary of Options

Cover Options

Materials

Metallic: \$.41/copy
Matte: \$.61/copy
Skivertex/Daniel: \$.97/copy
Iridescent: \$3.00/copy

Applications

Additional silkscreen/foil: .87/copy (School gets one silkscreen, foil, or ink at no charge.)
Additional litho ink: .87/copy
Tip-ons: \$1,075 (school applied/company printed); \$1,075 + \$2.35/copy (company printed and applied)
Metalique: \$1.62/copy
Overtone rub: \$1.98/copy
UV lamination: \$275 + .67/copy
Quarterbinding: \$756 + \$1.00/copy
Top Mylar Foil Stamping: \$856 + \$2.26/copy

Endsheet Options

Materials

Rainbow/Elegance: \$.37/copy
Mezzo/Marble, Royal Fiber: \$.86/copy

Applications

Additional litho ink: \$265 per color
4/color front only: \$1,125 per order
4/color DFB: \$1,575 per order
Foil stamp: \$1.09 per copy
Thermoscreen: \$1.39 per copy

Add-Ons

Namestamping (Includes alpha packing)
\$3.65/line by February 1
\$4.30/line after February 1

Nameplates

\$3.30 by March 1
\$4.30 after March 1

Icons \$3.25/each

Autograph Sections \$.60/each

Yearzine 16-pg current events section \$2.15/each

UV Translucent Fly Sheet .87/copy unprinted; \$1.16 foil stamp

UV Coating on Content Pages \$1.75 per flat, per copy

E-Yearbooks \$5 per copy if ordered for all yearbooks OR sell to parents as an **option only** for \$9.95/ea

**Contract # B-57-12smc, Taylor Publishing Co. d/b/a Balfour,
Middle and High School Yearbook Services**



Fauquier County Government and Public Schools
RFP# 57-12sm Yearbook Services

Summary of Options *continued*

Corrections

- No proof correction charges for inDesign schools.
- StudioWorks schools may incur a \$45/page charge for changes after publishing if signature is complete and if it has been over 72 hours since publishing.

Submission Applications

There are no additional costs for any of the Balfour applications including BalfourTools InDesign plug-ins, StudioWorks, adBuilder (parent online ad section), studioBalfour, images.balfour.com, EZ Pix portrait program.

Sales Programs

Balfour.com's Marketplace online sales program is free to the school, but any purchaser who uses a credit card online will incur a \$1.00 transaction fee.

Smart Pay direct mail campaign has a fee of \$2.50/book (decreased from \$4.70/book in original proposal). The campaign includes up to 3 mailers and a school-specific website. Checks, money orders and credit cards are accepted.

Cost for Missing Deadlines

There is no charge for missed deadlines. Days could be added to delivery.

Deposits/Payment Plans

Deposits are not required; yet, they are preferred. 30% of the total estimated price will be due with the first deadline. 45% of the total estimated price will be due at the final copy deadline. Schools will be asked to send full payment and/or remaining balance after yearbooks are delivered. Any funds collected through online sales will count towards deposit payments.

Early Pay Incentives

Due to historically low interest rates, Balfour's investment Program has been discontinued for 2012-2013. This change was implemented after the RFP due date.

Free Yearbooks

Balfour will provide five FREE yearbooks to each middle school and high school each year of the contract.

Overruns

It is Balfour's policy to send press overruns in case of defects within the contracted order. The overruns are shown as a line-item charge on the invoice; however, if the school doesn't need part or all of the overruns, then credit is given for each unused yearbook. Overruns are typically priced at a 20% discount in relation to the per unit cost.

Contract Items

Each Balfour sales agreement that is implemented will have the following documented on the face of the agreement: *"This Agreement is governed by Contract #B-57-12smc, which will supersede over any conflicting terms contained herein."*



Fauquier County Government and Public Schools
RFP# 57-12sm Yearbook Services

Educational/Technology Grants

Each school yearbook contract includes an educational grant to be used from a list of features. Each school can decide, individually, which feature (or combination of features) to utilize. We recognize that schools have individual and often different needs for yearbook production. Grants are included **each year of the contract** and must be used each year. Grants cannot be saved from year to year. Grant levels are as follows:

\$1,700 **High School yearbook contract**
\$900 **Middle School yearbook contract**

Grants may be used towards the following list of Balfour features:

Tuition for local/regional workshops (i.e. Summer Workshop @UVA)
Tuition, travel, lodging for Adviser Development Workshop in Dallas, TX
Computer equipment
Camera equipment
Software

New Customer Incentives

Schools new to Balfour may choose from an additional list of features and products, valid for 2012-2013. Levels are as follows:

High Schools: Scholarship to Dallas Workshop for Adviser **-OR-**
Staff Scholarships to Summer Journalism Workshop (1 Adviser and 4 Students)
PLUS Canon Digital Rebel or equivalent

Middle Schools: Scholarship to Dallas Workshop for Adviser **-OR-**
Staff Scholarships to Summer Journalism Workshop (1 Adviser and 2 Students)
PLUS Canon Digital Rebel or equivalent