

**Strawbridge Studios, Incorporated, Contract # S-57-12smc**  
**Yearbook Services: Elementary and Middle Schools**  
**Contract Cover Sheet**

<b>Contractor</b>	<p style="text-align: center;"><b>Strawbridge Studios, Incorporated</b>  PO Box 3005, Durham, NC 27715  PH 800-326-9080  See Below for Rep. Contact Information</p>
<b>Contact Information</b>	<p style="text-align: center;"><u><b>Contacts</b></u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Mr. Fred Newlan, Division Manager  Lemley Studios Division  6109 Marlin Lane  Temple Hills MD 20748  Cell: 301-661-2448 Fax: 919-286-7185  <a href="mailto:fnewlan@earthlink.net">fnewlan@earthlink.net</a> or  <a href="mailto:fnewlan@strawbridge.net">fnewlan@strawbridge.net</a></p> </div> <div style="width: 45%;"> <p>Mr. Wayne Showalter, Asst. Div. Manager  9503 Honey Drive  Broadway VA 22815  Cell: 540-478-7948</p> </div> </div>
<b>Pricing, options and incentives/scholarships:</b>	See attached contract
<b>Contract Term:</b>	May 21, 2012 – May 21, 2015, plus two (2) one-year renewals
<b>1<sup>st</sup> Renewal:</b>	May 22, 2015 – May 21, 2016
<b>2<sup>nd</sup> Renewal:</b>	May 22, 2016 – May 21, 2017
<b>Principal's Choice:</b>	<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 <b>MUST</b> contain the following statement: <b><i>"This Agreement is signed in accordance with the terms and conditions of Contract # S-57-12smc, which will supersede over any conflicting terms contained herein."</i></b></p>
<b>Additional Proposal Details:</b>	<p>A PDF copy of the Strawbridge proposal response, along with a copy of the original RFP and Addendum # 1, is available from the Procurement Division upon e-mail request to <a href="mailto:susan.monaco@fauquiercounty.gov">susan.monaco@fauquiercounty.gov</a></p>
<b>School/Principal Responsibilities:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure that any Agreement signed, has the bold italicized disclaimer noted above on the document.</li> <li>• Contact Procurement with any additions made to the contract, to add via official contract modification so that all schools are aware of new options</li> <li>• Contact Procurement in writing to report any serious violations or breach of contract, or if any contract interpretation/clarification is needed</li> </ul>

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

Strawbridge Studios, Incorporated

Attn: Mr. Fred Newlan

PO Box 3005

Durham NC 27715

RE: Contract # S-57-12smc, Yearbook Services for Elementary and Middle Schools

Dear Mr. Newlan:

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

Strawbridge Studios, Incorporated

By: Fred Newlan

Date: June 6, 2016

Fauquier County Gov't/Public Schools

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

Date: 6/6/16

**Contract # S-57-12smc, Strawbridge Studios, Inc.,  
Elementary and Middle School Yearbook Services**

**Strawbridge Studios, Inc.**  
***Lemley Studios Division***  
**6109 Marlin Lane**  
**Temple Hills, MD 20748-2513**  
**1-800-326-9080, Ext. #330, Cell 301-661-2449**

**Assorted Pricing Options and Add-On Extras for Strawbridge Studios Yearbooks**

1. Plastic lamination applied to covers of soft cover yearbooks: \$0.75 per book
2. Color printing inside front and back covers of soft cover yearbooks: \$110.00 for all books
3. Black & white printing inside front and back covers of soft cover yearbooks: \$45.00 for all books
4. Protective slip on plastic book covers: \$0.80 each
5. Perfect binding for soft cover yearbooks: \$2.50 per book
6. Personalized soft cover yearbooks with the student's photo and name on the cover: \$4.00 per book
7. Removing one 8 page signature of color printing from a soft cover yearbook and replacing it with one 8 page signature of black & white printing will reduce the price of the yearbook by \$1.00.
8. Color printing of end sheets for hard cover yearbooks: \$95.00 for all books
9. Bundle option: For a school that Strawbridge Studios does both the school pictures and yearbook, personalized covers will be reduced from our normal price of \$4.00 to \$2.75 per book. Also the school will get the use of Photo Shop Express software for free.

**Yearbook Payment/Ordering Options, Section 3.1.3:**

- Traditional method: Schools sell yearbooks at the school, Strawbridge provides posters, order forms with yearbook ordering deadline noted, receipt books all at no charge to the school. Checks payable to either the School or to Strawbridge, either with no cost effect.
- On-line method: Yearbook ordering available on line, Strawbridge provides posters, flyer with yearbook ordering deadline and instructions noted; on-line ordering option and services noted are at no cost to the school. At yearbook distribution time, Strawbridge will provide printout of on-line orders for school.

**Yearbook Compilation/Construction Highlights, Section 3.1.4, Incentive/No-Charge Materials:**

- Yearbook kit includes: sales materials, posters, receipt pads, collection envelopes, ladder diagrams, etc.
- Computer software, instruction manual, access to tutorials and help-desk specialists
- Laptop computer on-loan, high-quality digital camera provided at no charge.
- Professional graphic artists via Strawbridge Hands-Free Program

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**Estimated UPS Freight Charges for Shipping the Finished Yearbooks to the School**

**Soft Cover Yearbooks:**

Copies	Pages	Estimated UPS Charges
300	40	\$40.00
400	40	\$48.00
300	48	\$65.00
400	48	\$75.00

**Hard Cover Yearbooks:**

Copies	Pages	Estimated UPS Charges
350	72	\$230.00
450	72	\$260.00
500	72	\$275.00

UPS uses these variables to figure their shipping charges: weight of box, size of box in inches, how far the box is being shipped, if the delivery address is in the city or is rural, if the delivery address is commercial or residential, how quickly the box needs to be delivered, plus their current fuel charge at the time of shipping. Every February UPS adjusts their base shipping charges and it usually increases at that time.

Strawbridge will provide seven (7) free yearbooks to each school utilizing this yearbook contract for each year of the contract (reference page 18, Strawbridge proposal response)