

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

Contractor	<p align="center">Strawbridge Studios, Incorporated PO Box 3005, Durham, NC 27715 PH 800-326-9080 See Below for Rep. Contact Information</p>		
Contact Information	<p align="center"><u>Contacts</u></p> <table border="0"> <tr> <td data-bbox="423 533 889 747"> <p>Mr. Fred Newlan, Division Manager Lemley Studios Division 6109 Marlin Lane Temple Hills, MD 20748 Cell: 301-661-2448 Fax: 919-286-7185 fnewlan@earthlink.net or fnewlan@strawbridge.net</p> </td> <td data-bbox="1013 533 1511 655"> <p>Mr. Wayne Showalter, Asst. Div. Manager 9503 Honey Drive Broadway, VA 22815 Cell: 540-478-7948</p> </td> </tr> </table>	<p>Mr. Fred Newlan, Division Manager Lemley Studios Division 6109 Marlin Lane Temple Hills, MD 20748 Cell: 301-661-2448 Fax: 919-286-7185 fnewlan@earthlink.net or fnewlan@strawbridge.net</p>	<p>Mr. Wayne Showalter, Asst. Div. Manager 9503 Honey Drive Broadway, VA 22815 Cell: 540-478-7948</p>
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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		
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 reference Contract # S-57-12smc.</p>		
Additional Proposal Details:	<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 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 references Contract # S-57-12smc • 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 SCHOOL BOARD,
a political subdivision of the Commonwealth of Virginia
Contract # S-57-12smc,
Yearbook Services: Elementary & Middle Schools

This Agreement is made and entered into this 5th day of June, 2012, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and, **Strawbridge Studios, Inc.**, located **3616 Hillsborough Road, Durham, NC**, hereinafter referred to as "Contractor".

WITNESSETH that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide Yearbook Services for Elementary and Middle Schools as set forth in the Contract Documents.

COMPENSATION: The Owner will pay and the Contractor will accept in full consideration for the performance during the contract term the fees and pricing as outlined in their proposal response and updated/attached hereto.

CONTRACT PERIOD: May 21, 2012 through May 21, 2015, with two (2) additional one-year renewal terms as mutually agreed upon by both parties; Contractor is aware of the Owner school's right to select their Yearbook Services Contractor each school year.

The contract documents shall consist of and are listed in order of priority:

- (1) This signed form inclusive of all attachments;
- (2) RFP# 57-12sm dated January 31, 2012 and Addendum # 1 dated February 21, 2012;
- (3) The Contractor's proposal dated February 29, 2012, and one-page May 25, 2012 revised Elementary School Hypothetical Pricing Schedule all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Strawbridge Studios, Incorporated

By: Fred Garland

Title: Division Manager

Date: June 5, 2012

Fauquier County School Board,
a political subdivision of the Commonwealth of Virginia

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

Title: Procurement Manager

Date: June 6, 2012

**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)