

Strawbridge Studios, Incorporated, Contract S-52-17smc
Yearbook Services: Elementary Schools
Contract Cover Sheet

Contractor	Strawbridge Studios, Incorporated PO Box 3005, Durham, NC 27715 See Below for Rep. Contact Information
Contact Information	<u>Contacts</u> Mark R. Williams Growth Supervisor 3616 Hillsborough Rd Durham, NC 27705 919-602-8982 Mobile mark.williams@strawbridge.net
Pricing, options and incentives/scholarships:	See attached contract <i>Pricing remains the same during 2021-2022 renewal</i>
Contract Term:	May 18, 2021 – May 17, 2022, second renewal year, Zero renewals remain, 1 1 year extension May 18, 2023-July 1, 2024
Principal's Choice:	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 signed in accordance with the terms and conditions of Contract S-57-12smc, which will supersede over any conflicting terms contained herein."</i> All awarded Contractors have been advised that this reference is required, where terms may conflict.
Additional Proposal Details:	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 Jeffrey.campbell@fauquiercounty.gov
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 • NOTE: Schools are no longer required to report their selection of Yearbook Contractor to Procurement each year. Enjoy the use of these new contracts, based on the hard work of your evaluation committee!

FAUQUIER COUNTY SCHOOL BOARD,
a political subdivision of the Commonwealth of Virginia
Contract S-52-17smc,
Yearbook Services: Elementary Schools

This Agreement is made and entered into this 22nd day of June, 2017, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and, **Strawbridge Studios, Incorporated**, located at **PO Box 3005, 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 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 17, 2017 through May 17, 2020, with three (3) additional one-year renewal terms as mutually agreed upon by both parties; Contractor understands and agrees to 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 52-17sm dated February 23, 2017 and Addendum # 1 dated March 13, 2017;
- (3) The Contractor's proposal dated March 15, 2017, 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: Ken St. J. P.

Title: President

Date: June 23, 2017

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: 6/26/2017

Contract S-52-17smc, Strawbridge Studios, Inc.
Elementary School Yearbook Services

ES, 1. Basic Elementary School Yearbook – Choice 1
Sample Specifications

Ink	Full Color
Trim Size	8 ½" x 11"
Paper Stock	80# gloss
No. of Pages	40
Binding	Soft Cover Saddle-stitched
Cover	School Design
Delivery	By late May
Paper Inside	80# gloss
Proofs	Submitted electronically
Other	Unlimited use of graphics provided in vendor's clip art gallery; all photos enlarged/reduced (full process color)

Proposed Base Cost: Include total cost only.

Quantity	Cost
300	4,218 (\$11.67 each)
400	5,024 (\$10.43 each)

ES, 2. Basic Elementary School Yearbook – Choice 2
Sample Specifications

Ink	Full Color
Trim Size	8" x 10" 8 ½" x 11"
Paper Stock	80# gloss
No. of Pages	48
Binding	Soft Cover Saddle-stitched
Cover	Vendor Design
Delivery	By late May
Paper Inside	80# gloss
Proofs	Submitted electronically
Other	Unlimited use of graphics provided in vendor's clip art gallery; all photos enlarged/reduced (full process color)

Proposed Base Cost: Include total cost only.

Quantity	Cost
300	4,755 (\$13.47 each)
400	5,756 (\$11.94 each)

Offeror Name Strawbridge Studios, Inc.

Contract S-52-17smc, Strawbridge Studios, Inc.
Elementary School Yearbook Services
Additional Pricing & Details:

Pricing Options and Add-Ons

1. Plastic lamination applied to the covers of soft cover yearbooks: \$0.75 per book.
2. Color printing inside front and back covers of soft cover yearbooks: \$110.00
3. Black & White printing inside front and back covers of soft cover yearbooks: \$45.00
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 black & white printing will reduce the price of the yearbook by \$1.00.
8. Color printing of end sheets for hard cover yearbooks: \$110.00
9. Black and white book with a color cover – deduct \$3.00
10. Bundle option: For any school that Strawbridge Studios, Inc. does both the yearbook and school pictures, personalized covers will be reduced from our normal \$4.00 per book to \$3.00 per book.
11. \$250 technology credit for each year to assist schools with any cost of updating software.

Estimated FedEx freight charges for shipping finished yearbooks to the school.

1. Soft Cover Yearbooks

<u>Copies</u>	<u>Pages</u>	<u>Estimated FedEx Charges</u>
300	40	\$40.00
400	40	\$48.00
300	48	\$65.00
400	48	\$75.00

2. Hard Cover Yearbooks

<u>Copies</u>	<u>Pages</u>	<u>Estimated FedEx Charges</u>
350	72	\$230.00
450	72	\$260.00
500	72	\$275.00



**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

April 20, 2020

Strawbridge Studios, Incorporated
Attn: Ms. Cathy McMillan
3616 Hillsborough Road
Durham, NC 27705

RE: Contract S-52-17smc, School Yearbook Services, ES

Dear Ms. McMillan:

As noted in a 4/20/20 e-mail, confirmed by your reply of that same date, Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for the first one year option; the period of the renewal will be from **May 18, 2020 through May 17, 2021**.

It is understood and agreed that all terms, conditions, and prices remain the same during the contract renewal period.

If this renewal is agreeable with your firm, 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.

Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,



Susan R. Monaco, CPPO, CPPB
Procurement Manager

Strawbridge Studios, Inc.

By: _____

Jason S. Kuehn

Title: Territory Manager

Date: 4/20/20

Fauquier County Gov't/Public Schools

By: _____

Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: 4/21/2020

**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

March 9, 2021

Strawbridge Studios, Incorporated
Attn: Ms. Cathy McMillan
3616 Hillsborough Road
Durham, NC 27705

RE: Contract S-52-17smc, School Yearbook Services, ES

Dear Ms. McMillan:

As noted in a 3/8/21 e-mail, confirmed by your reply of 3/9/21, Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for the second one year option; the period of the renewal will be from **May 18, 2021 through May 17, 2022.**

It is understood and agreed that all terms, conditions, and prices remain the same during the contract renewal period, per your e-mailed reply to the renewal options.

If this renewal is agreeable with your firm, 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.

Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,



Susan R. Monaco, CPPO, CPPB
Procurement Manager

Strawbridge Studios, Inc.

By: 

Title: Chief Executive Officer

Date: March 15, 2021

Fauquier County Gov't/Public Schools

By: 

Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: March 16, 2021

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

320 Hospital Drive, Suite 23
Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

jeffrey.campbell@fauquiercounty.gov

1st Extension

September 7, 2023

Strawbridge Studios, Incorporated
Attn: Ms. Cathy McMillan
3616 Hillsborough Road
Durham, NC 27705

RE: Contract S-52-17smc, School Yearbook Services, ES

Dear Ms. McMillan:

Fauquier County Government and Public Schools wishes to exercise its option to extend the above referenced contract for one-year period, the period of the extension will be from **May 18, 2023 through July 1, 2024.**

It is understood and agreed that all terms, conditions, and prices remain the same during the contract extension period.

If this extension is agreeable with your firm, please sign this letter in the space provided below and return it to this office. A fully executed copy will be returned to you.

Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,

Jeffrey Campbell VCA, VCO
Procurement Manager

Strawbridge Studios, Inc.

By: Erin A. Jones
Erin A. Jones

Title: National Growth Director

Date: 9/7/2023

Fauquier County Gov't/Public Schools

By: Jeffrey Campbell
Jeffrey Campbell VCA, VCO

Title: Procurement Manager

Date: 9/8/23