

# VENDOR CONTRACT

Between Paddle Tramps Mfg. Co. / AwardPlace and  
(Company Name)

## THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

## OFFICE AND SCHOOL SUPPLIES

#03062515

### General Information

The vendor contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS contract, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor's proposals, task orders, purchase orders and any adjustments which have been issued.

The following pages will constitute the contract between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final contract.

The Vendor Contract ("Contract") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS" respectfully) a government cooperative purchasing program authorized by the Region VIII Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This contract consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

#### Definitions

**PURCHASE ORDER** is the TIPS member's approval providing the authority to proceed with the negotiated delivery order under the contract. Special terms and conditions as agreed to between the vendor and TIPS member will be added as addendums to the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

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#### Contract – OFFICE AND SCHOOL SUPPLIES

**PREMIUM HOURS** are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the TIPS member for each delivery order and noted in the delivery order proposal as a line item during negotiations.

**REGULAR HOURS** are defined as those hours between the hours of 7 AM and 6 PM Monday thru Friday.

## **Terms and Conditions**

### **Freight**

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

### **Warranty Conditions**

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing.

### **Customer Support**

The Vendor shall provide timely and accurate customer support to TIPS members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

### **Contracts**

**All contracts and agreements** between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

**Contracts for purchase** will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

**Davis Bacon Act** requirements will be met when Federal Funds are used for construction and/or repair of buildings.

### **Tax exempt status**

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter:(1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States;(4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit

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#### **Contract – OFFICE AND SCHOOL SUPPLIES**

exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

### **Assignments of contracts**

No assignment of contract may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

### **Disclosures**

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

### **Renewal of Contracts**

The OFFICE AND SCHOOL SUPPLIES contract is for one (1) year with an option for renewal for 2 consecutive years. Total term of contract can be up to 3 years if sales are reported through the contract and both parties agree.

### **Shipments**

The Vendor shall ship ordered products within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

### **Invoices**

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS participant. Each invoice shall include the TIPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS participant.

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#### **Contract – OFFICE AND SCHOOL SUPPLIES**

## **Payments**

The TIPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

## **Pricing**

The Vendor contracts to provide pricing to TIPS and its participating governmental entities that is the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the contract.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the One Percent (1%) participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the 1% to the invoice presented to customer.

## **Participation Fees**

Vendor or vendor assigned dealer contracts to pay 1% of all sales to TIPS on a monthly scheduled report. TIPS will email a Monthly Submission Report to each vendor. The Vendor or vendor assigned dealer is responsible for keeping record of all sales that go through the TIPS contract. Report may be sent to TIPS electronically while check for 1% is mailed. Failure to pay 1% participation fee will result in termination of contract.

## **Indemnity**

- 1. Indemnity for Personality Contracts.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.
- 2. Indemnity for Performance Contracts.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations

of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

**Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.**

Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

**Multiple Vendor Awards**

TIPS reserves the right to award multiple vendor contracts for categories when deemed in the best interest of the TIPS membership. Bidders scoring 80% or above will be considered for an award. Categories are established at the discretion of TIPS.

**State of Texas Franchise Tax**

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

**Miscellaneous**

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the contract or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS participants will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on contract at any time.

**Purchase Order Pricing/Product Deviation**

If a deviation of pricing/product on a purchase order occurs, TIPS is to be notified within 24 hours of receipt of order.

**Cancellation for non-performance or contract deficiency**

TIPS may terminate any contract if TIPS Members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. TIPS reserves the right to cancel the whole or any part of this contract due to failure by awarded vendor to carry out any

obligation, term or condition of the contract. TIPS may issue a written deficiency notice to awarded vendor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract;
- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the contract; and/or
- Performing work or providing services under the contract prior to receiving a TIPS reviewed purchase order for such work.

Upon receipt of the written deficiency, awarded vendor shall have ten (10) days to provide a satisfactory response to TIPS. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this contract shall become the property of the TIPS Member on demand.

#### **TIPS Member Purchasing Procedures**

Purchase orders are issued by participating TIPS member to the awarded vendor indicating on the PO "Contract Number 03062515". Purchase Order is emailed to TIPS at tipspo@tips-usa.com.

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

#### **Form of Contract**

The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a vendor submitting an offer requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

Vendor contract documents: TIPS will review proposed vendor contract documents. Vendor's contract document shall not become part of TIPS's contract with vendor unless and until an authorized representative of TIPS reviews and approves it.

**Licenses**

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. TIPS reserves the right to stop work and/or cancel contract of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

**Novation**

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of awarded vendor.

**Site Requirements (when applicable to service or job)**

Cleanup: Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

Preparation: Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

Registered sex offender restrictions: For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.

Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Safety measures: Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

**Smoking**

Persons working under contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

**Invoices**

The awarded vendor shall submit invoices to the participating entity clearly stating "Per TIPS Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

**Marketing**

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this contract by awarded vendor must have prior approval from TIPS.

**Supplemental agreements**

The entity participating in the TIPS contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS members and employees shall not be made party to any claim for breach of such agreement.

**Legal obligations**

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded contract thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

**Audit rights**

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Contract. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS.

**Force Majeure**

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after



occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

### **Services**

When applicable, performance bonds will be required on construction or labor required jobs over \$100,000 and payment bonds on jobs over \$25,000 or awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order.

### **Scope of Services**

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is okay if the TIPS member provides a general scope, but the awarded vendor should provide a written scope of work to the TIPS member as part of the proposal. Once the scope of the job is agreed to, the TIPS member will issue a PO with the estimate referenced as an attachment along with bond and any other special provisions agreed to for the TIPS member. If special terms and conditions other than those covered within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

### **Project Delivery Order Procedures**

The TIPS member having approved and signed an interlocal agreement, or other TIPS membership document, may make a request of the awarded vendor under this contract when the TIPS member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person.

Upon notification of a pending request, the awarded vendor shall make contact with the TIPS member as soon as possible, but must make contact with the TIPS member within two working days.

### **Scheduling of Projects**

Scheduling of projects (if applicable) will be accomplished when the TIPS member issues a purchase order that will serve as "the notice to proceed". The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS member inspect the work for acceptance under the scope and terms in the PO. The TIPS member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS member will issue a completion notice and final payment will be issued.

**Support Requirements**

If there is a dispute between the awarded vendor and TIPS member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

## Special Terms and Conditions

It is the intent of TIPS to contract with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Contracts:** All vendor purchase orders must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
  - **Promotion of Contract:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS contract is not acceptable to the terms and conditions of this contract and will result in removal of Vendor from Program. Vendor is expected to use marketing funds for the marketing and promotion of this contract.
  - **Daily Order Confirmation:** All contract purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS member (customer) within 24 business hours.
  - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1<sup>st</sup> of each month.
  - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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Check one of the following responses to the General Terms and Special Terms and Conditions:

We take no exceptions/deviations to the general and/or special terms and conditions.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

We take the following exceptions/deviations to the general and/or special terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general or special terms and conditions that you are taking exceptions/deviations to. The proposer must clearly state if you are adding additional terms and conditions to the general or special terms and conditions. Provide details on your exceptions/deviations below:

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Contract – OFFICE AND SCHOOL SUPPLIES

Exceptions:

Shipments: Due to the customization of our products and because all items are made to order, delivery times may be up to 5 weeks during our busiest seasons (as noted on our order forms). Typical delivery times are 3-4 weeks

# The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Mr. David Mabe National Coordinator	Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	david.mabe@tips-usa.com	Contact	Mrs. Kim Thompson Coordinator of Office Operations	Contact
Phone	+1 (903) 243-4759	Department		Department
Fax	+1 (866) 749-6674	Building		Building
Bid Number	03062515 Addendum 1	Floor/Room		Floor/Room
Title	Office and School Supplies	Telephone	+1 (866) 839-8477	Telephone
Bid Type	RFP	Fax	+1 (866) 929-4402	Fax
Issue Date	04/02/2015	Email	bids@tips-usa.com	Email
Close Date	5/15/2015 3:00:00 PM CT			
Need by Date				

## Supplier Information

Company Paddle Tramps Mfg. Co./AwardPlace  
 Address 1317 University Avenue  
 Lubbock, TX 79401  
 Contact Jana Hallett  
 Department  
 Building  
 Floor/Room  
 Telephone 1 (806) 7659901  
 Fax 1 (806) 7639148  
 Email awards@paddletramps.com  
 Submitted 5/15/2015 8:07:20 AM CT  
 Total \$0.00

Signature Thomas Kyle Abraham

Email kyle@paddletramps.com

## Supplier Notes

## Bid Notes

## Bid Activities

## Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	No
2	Yes - No	Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	Yes
4	Company Residence (City)	Vendor's principal place of business is in the city of?	Lubbock
5	Company Residence (State)	Vendor's principal place of business is in the state of?	Texas
6	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 7 - 9)	(No Response Required)
7	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
8	Yes - No	Is not owned or operated by anyone who has been convicted of a felony?	Yes
9	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony? If answer is YES, a detailed explanation of the name(s) and conviction(s) must be uploaded to the "Response Attachments" FELONY CONVICTION section.	No
10	Pricing Information:	Pricing information section. (Questions 11 - 14)	(No Response Required)
11	Yes - No	In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing. If answer is NO, include a statement detailing how pricing for TIPS participants would be calculated in the PRICING document that is uploaded to the "Response Attachments" PRICING section.	No
12	Yes - No	Pricing submitted includes the 1% TIPS participation fee?	Yes
13	Yes - No	Vendor agrees to remit to TIPS the required 1% participation fee?	Yes
14	Yes - No	Additional discounts to TIPS members for bulk quantities?	No
15	Start Time	Average start time after receipt of customer order is ____ working days?	1
16	Years Experience	Company years experience in this category?	54
17	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
18	States Served:	If answer is NO to question #17, please list which states can be served. (Example: AR, OK, TX)	

19	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	Beautiful, custom awards and signs for 54 years! Plaques, awards, indoor signage, and desk accessories for schools and businesses. Our products are of the highest quality, incorporating intricate carving and engraving on beautiful American black walnut and oak. We are the manufacturer and all products are made to order in our Lubbock, Texas facility. Made in the USA!
20	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	No
21	Primary Contact Name	Primary Contact Name	Kyle Abraham
22	Primary Contact Title	Primary Contact Title	Marketing VP
23	Primary Contact Email	Primary Contact Email	kyle@paddletramps.com
24	Primary Contact Phone	Primary Contact Phone - Format (xxx) xxx-xxxx	806-765-9901
25	Primary Contact Fax	Primary Contact Fax - Format (xxx) xxx-xxxx	806-763-9148
26	Primary Contact Mobile	Primary Contact Mobile- Format (xxx) xxx-xxxx	806-786-3734
27	Secondary Contact Name	Secondary Contact Name	Jana Hallett
28	Secondary Contact Title	Secondary Contact Title	Administrative Executive
29	Secondary Contact Email	Secondary Contact Email	jana@paddletramps.com
30	Secondary Contact Phone	Secondary Contact Phone - Format (xxx) xxx-xxxx	806-765-9901
31	Secondary Contact Fax	Secondary Contact Fax - Format (xxx) xxx-xxxx	806-763-9148
32	Secondary Contact Mobile	Secondary Contact Mobile - Format (xxx) xxx-xxxx	
33	2% Contact Name	2% Contact Name	Kyle Abraham
34	2% Contact Email	2% Contact Email	kyle@paddletramps.com
35	2% Contact Phone	2% Contact Phone - Format (xxx) xxx-xxxx	806-765-9901
36	Purchase Order Contact:	This person is responsible for receiving Purchase Orders from TIPS. (Questions 37 - 39)	(No Response Required)
37	Purchase Order Contact Name	Purchase Order Contact Name	Jana Hallett
38	Purchase Order Contact Email	Purchase Order Contact Email	awards@paddletramps.com
39	Purchase Order Contact Phone	Purchase Order Contact Phone - Format (xxx) xxx-xxxx	806-765-9901
40	Company Website	Company Website	www.awardplace.com
41	Federal ID Number:	Federal ID Number also known as the Employer Identification Number.	75-1158509
42	Primary Address	Primary Address	1317 University Avenue
43	Primary Address City	Primary Address City	Lubbock

44	Primary Address State	Primary Address State	Texas
45	Primary Address Zip	Primary Address Zip	79401
46	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	Award, Awards, Plaque, Plaques, Sign, Signs, Nameplate, Badge, Met Standard, Distinction, Paddle Tramps, Awardplace, Reward School, Desk signs, banners, USA, Texas, Lubbock
47	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds on contracts exceeding \$100,000? (Non-Construction) (If YES, vendor should download the Federal Funds Over \$100,000 Certification document from the Attachments section, fill out the form and submit the document in the "Response Attachments" FEDERAL FUNDS section.) (Vendor must also download the Suspension or Debarment Certificate document from the Attachments section, fill out the form and submit the document in the "Response Attachments" SUSPENSION OR DEBARMENT section.)	Yes



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Line Items

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Response Total: \$0.00

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**Provisions for purchase with federal funds for contracts exceeding \$100,000**  
**These forms are for non-construction contracts**

Many TIPS members (grantees and sub-grantees) purchase goods and services with federal funds. When a member engages a contract exceeding \$100,000 and paid with federal funds, provisions are triggered by various Code of Federal Regulations requirements. Primarily 34 CFR 80.36 from the Department of Education and 7 CFR 3015 & 3016 from the Department of Agriculture for School Lunch Program. There may be other Federal programs from time to time that are not enumerated above that may fund certain projects using outside vendors. These are not optional for the contracting entity and in order to spend the federal funds certain provision and certifications must be in place to ensure legal compliance.

If your company wishes to be eligible to participate in a TIPS contract in which a member utilizes federal funds on contracts exceeding \$100,000, you must complete the following forms can provide the certifications as required on the subsequent pages.

Do you wish to be eligible to participate in a TIPS contract in which a member utilizes federal funds on contracts exceeding \$100,000?

Check your response?

YES  NO



5/13/15

Signature of Authorized Company Official

Date

Kyle Abraham

Printed Name of Authorized Company Official

Paddle Tramps Mfg. Co.

Company Name

***Attach to this page a current W-9 form***

***Please complete the forms below***

**Legal Compliance**

It is the proposing company's duty and responsibility to have knowledge of and be responsible for the compliance with all applicable laws, rules and regulations as they apply to this procurement process and any subsequent award. The vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws, rules and regulations related to the performance of services or supply of goods to TIPS or TIPS members?

Does vendor agree? YES KA Initial of Authorized Company Official

**Non-Collusive Bidding Certificate**

By submitting a proposal in response to a Request for Proposals or other procurement device containing this clause, you certify that you are authorized to certify to the following:

- 1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- 2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;
- 3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- 4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

The vendor complied with #1 through 4 above? YES KA Initial of Authorized Company Official

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**SUSPENSION OR DEBARMENT CERTIFICATE**

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Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

You certify that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rules

The vendor has not been debarred? YES KA Initial of Authorized Company Official

***Certification Regarding Lobbying***

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding  
\$100,000 in Federal Funds**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than

\$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbing," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Paddle Tramps Mfg. Co. / AwardPlace.com

Name of Organization

1317 University Ave., Lubbock, TX 79401

Address of Organization

Kyle Abraham, Marketing VP

Name / Title of Submitting Official



Signature of Submitting Official

5/13/15

Signature Date

**Provisions for purchase with federal funds for contracts exceeding \$100,000**

**Federal Rule (1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)**

Notice: Pursuant to Federal Rule (1) above, when federal funds are expended by TIPS Member, TIPS Member reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree?  YES KA Initial of Authorized Company Official

**Federal Rule (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (2) above, when federal funds are expended by TIPS Member, TIPS Member reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. TIPS Member reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District.

Does vendor agree?  YES KA Initial of Authorized Company Official

**Federal Rule (7) Notice of awarding agency requirements and regulations pertaining to reporting.**

Pursuant to Federal Rule (7) above, when federal funds are expended by TIPS Member, TIPS Member requires that the proposer certify that during the term of an award by the TIPS Member resulting from this procurement process the vendor will provide reports and documentation required by all applicable law and state and federal regulations upon request by the TIPS Member or any relevant state of federal agency.

Does vendor agree?  YES KA Initial of Authorized Company Official

**Federal Rule (8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.**

**Provisions for purchase with federal funds for contracts exceeding \$100,000**

Pursuant to Federal Rule (8) above, when federal funds are expended by TIPS Member, TIPS Member shall address any requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract in the contract document and absent language to the contrary or if the contract silent on the subject, the District retains all rights thereto.

Does vendor agree? YES KA Initial of Authorized Company Official

**Federal Rule (9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.**

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS Member, TIPS Member requires the proposer certify that during the term of an award by the TIPS Member resulting for this procurement process the vendor will surrender upon request any copyrighted materials owned by the TIPS Member but used in the awarded contract performance unless otherwise agreed in a written document by the parties. TIPS Member reserves the rights to all data created or provided to the vendor for the purpose of contract performance resulting for this procurement process and the vendor will surrender such data upon request unless otherwise agreed in a written document by the parties. If the contract is silent or not dispositive on the subject matter data or copyrights TIPS Member retains all rights in the data developed or gathered during the contract term.

Does vendor agree? YES KA Initial of Authorized Company Official

**Federal Rule (10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.**

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS Member, TIPS Member requires the proposer certify that during the term and after the awarded term of an award by the TIPS Member resulting for this procurement process the vendor will grant access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

Does vendor agree? YES KA Initial of Authorized Company Official

**Provisions for purchase with federal funds for contracts exceeding \$100,000**

**Federal Rule (11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.**

Pursuant to Federal Rule (11) above, when federal funds are expended by TIPS Member, TIPS Member requires the proposer certify that the awarded vendor retain of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Does vendor agree?  YES KA Initial of Authorized Company Official

**Federal Rule (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)**

Pursuant to Federal Rule (12) above, when federal funds are expended by TIPS Member, TIPS Member requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of \$100,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

Does vendor agree?  YES KA Initial of Authorized Company Official

**Federal Rule (13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).**

Pursuant to Federal Rule (13) above, when federal funds are expended by TIPS Member, TIPS Member requires proposer certify that during the term of an award by the TIPS Member resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Does vendor agree?  YES KA Initial of Authorized Company Official

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**SUSPENSION OR DEBARMENT CERTIFICATE**

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Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

You certify that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rules

Information may be found at <https://www.sam.gov/index.html>

Has the vendor been debarred from participation in Federal funds contracts?

NO KA Initial of Authorized Company Official

YES \_\_\_ Initial of Authorized Company Official


Company Official: Kyle Abraham, KA

Company: Paddle Tramps mfg. co. / Award Place



## CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

Company Name: Paddle Tramps Mfg. Co. / Award Place  
Mailing Address: 1317 University Ave  
City: Lubbock  
State: TX  
Zip: 79401  
Telephone Number: 806-765-9901  
Fax Number: 806-763-9148  
Email Address: awards@paddletrams.com  
Authorized Signature:   
Printed Name: Kyle Abraham  
Position: Marketing VP

This contract is for a total TERM of one year with the option of two additional years. Vendors shall honor the participation fee for any sales made based on the TIPS contract. Failure to pay the fee will be grounds for termination of contract and will affect the award of future contracts.

Blende McRatt 6-25-15  
TIPS Authorized Signature Date

David Wayne Fitts 6-25-15  
Approved by Region VI ESC Date

References
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**\*\* Must have at least 3 References. References must be School, City, County, University, State Agency or Other Government.**

Organization	City	State	Contact Name	Contact Phone
New Boston Middle School	New Boston	TX	Glenn Barfield, Principal	903-628-6588
Lubbock ISD	Lubbock	TX	Doyle Vogler, Assoc. Superinten	806-219-0081
New Braunfels ISD	New Braunfels	TX	Gaye Lynn McCoy, Admin. Asst.	830-629-8540
Eagle Pass ISD	Eagle Pass	TX	Leticia Martin, Curriculum & Ins	830-773-5181
Reagan County High School	Big Lake	TX	Kara Sue Garlitz, Principal	325-884-3714
Theiss Elementary	Klein	TX	JoAnn Keenan, Principal	832-484-5880

## Warranty Information

Paddle Tramps Mfg. Co./AwardPlace is the manufacturer of all products and sells directly to schools and districts. We do not sell through any distributors, outside representatives or dealers. Customers with any problems related to products or service are asked to contact Paddle Tramps/AwardPlace directly. Our warranty is one year for any problems related to material or manufacturing defects. We are committed to 100% customer satisfaction and will make every effort to ensure that our customers are completely satisfied.

# TEXAS PROUD!



## Texas School Accountability Awards



a division of Paddle Tramps Mfg. Co. • Made in Lubbock, Texas

PATRICIA B. FONCHAM ELEMENTARY SCHOOL  
HELEN GARZA, PRINCIPAL

2014 DISTINCTION DESIGNATIONS

ACADEMIC ACHIEVEMENT  
READING/ELA  
ACADEMIC ACHIEVEMENT  
MATHEMATICS  
ACADEMIC ACHIEVEMENT  
SCIENCE  
SIP/ISA  
STUDENT PROGRESS

# School Accountability Plaque

(available for districts also)

2014  
Met Standard  
Plaque

**A**



Plaque Dimensions:  
13-1/2 inches wide  
by 18 inches tall  
Price: \$239

WOODBRIDGE PRIMARY SCHOOL  
DR. ELAINE P. WILLIAMS, PRINCIPAL

Made from solid American Black Walnut and Oak, these plaques are intricate reproductions of the Texas coat of arms. Solid Walnut lettering spells out the 2014 Met Standard rating in the ring. A black-on-brass plate below is engraved with the school and principal name.

(If your school also won distinctions, look at plaque **B** just to the right.)

**B**

2014  
Met Standard  
with Distinction  
Plaque



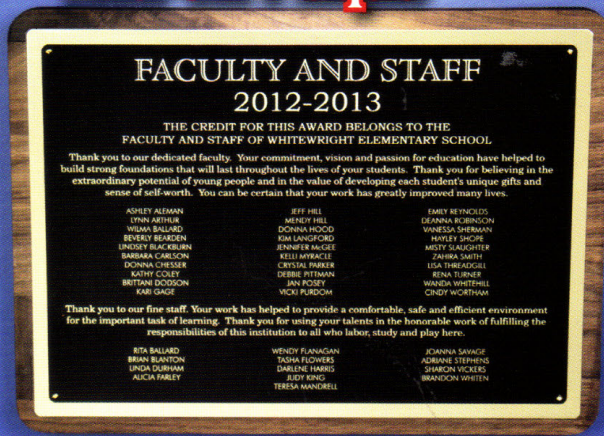
Price: \$259  
(includes "With Distinction" wood piece below ring & engraving of all distinctions)

JOHN F. KENNEDY ELEMENTARY SCHOOL  
MARK BRADLEY, PRINCIPAL  
2014 DISTINCTION DESIGNATIONS  
ACADEMIC ACHIEVEMENT TOP 25%  
MATHEMATICS CLOSING PERFORMANCE GAPS

Plaque with Distinctions

## Faculty & Staff Add-On Plaque

**C**



### Faculty and Staff (Award Years)

The credit for this award belongs to the faculty and staff of (school name).

Thank you to our dedicated faculty. Your commitment, vision, and passion for education have helped to build strong foundations that will last throughout the lives of your students. Thank you for believing in the extraordinary potential of young people and in the value of developing each student's unique gifts and sense of self-worth. You can be certain that your work has greatly improved many lives.

(names of teachers here)

Thank you to our fine staff. Your work has helped to provide a comfortable, safe, and efficient environment for the important task of learning. Thank you for using your talents in the honorable work of fulfilling the responsibilities of this institution to all who labor, study, and play here.

(names of staff here)

Dimensions: 15" wide x 11" tall Price: \$150 plus \$3 per name

This plaque is walnut with a black-on-brass engraved plate and is designed to hang with the Met Standard plaque.

Make a statement



with both!

# The perfect way to acknowledge the accomplishments of Texas' outstanding schools and districts!



AwardPlace.com's beautiful award plaques are made from Solid American Black Walnut and White Oak, with black-on-brass plates for personalization. The Texas Met Standard with Distinction plaque, the Faculty Add-On plaque, and the Distinction Designation Star plaques were made to go together. Order them individually or as a pair on this form.

Paddle Tramps Mfg. Co. (and our subsidiary, AwardPlace) is located in Lubbock, Texas. The company is 53 years old and produces fine custom award plaques for corporations and educational institutions across the United States. If we can answer any questions, please call us at (806) 765-9901.



**School Accountability Plaque**

*For School or District:*  
 School  District

*Year:*  2014  2013

*Rating:*  Met Standard  Met Alt. Standard  
 (Alternative Ed Campuses only)

*Engraving (this information will be used for entire order form).*

School (or District): \_\_\_\_\_

Principal (or Super): \_\_\_\_\_  
 (optional)

**Distinction Designations:**

Select all that apply:  Reading/ELA  Math  Science  Social Studies  
 Top 25% Student Progress  Top 25% Closing Perf. Gaps  Postsecondary Readiness

Qty	Product	Price	Total
<b>A</b>	Met Standard Plaque	\$239	
<b>B</b>	Met Standard With Distinction Plaque <small>(price includes all distinctions for school)</small>	\$259	
<b>C</b>	Faculty Add-On Plaque	\$150	
	# of faculty & staff names to be engraved	\$3 per name	
<b>D</b>	Distinction Designation Star Plaques	\$62	
<b>E</b>	6-foot Banner	\$138	
	8-foot Banner	\$165	
	10-foot Banner	\$190	



**Faculty & Staff Add-On** Price: \$150 plus \$3 per name  
 Walnut Plaque with Black-on-Brass plate, engraved with names of faculty & staff.

Please send a word processing document with the names of teachers and staff (as you want engraved) to [awards@paddletramps.com](mailto:awards@paddletramps.com).

**Distinction Designation Star Plaques**



Engraving consists of the specific distinction designation (one per plaque), school name, and year. We suggest forming a collage on your award wall with these plaques showing all the distinction designations that the school received -- past and present!

Use distinctions above (default); or other \_\_\_\_\_

**Indoor/Outdoor Banners**

Customized with school name & includes ALL distinctions on a single banner. (Please mark distinctions above).



**Payment Info** — Credit Card  Visa  MC  
 Account #: \_\_\_\_\_ Exp.: \_\_\_\_\_  
 Name: \_\_\_\_\_ Sec. Code: \_\_\_\_\_  
 Signature: \_\_\_\_\_ (3-digit code on back)

Check or Money Order # \_\_\_\_\_ (enclosed)  P. O. # \_\_\_\_\_ (please fax copy of the PO with form)

Subtotal		
Shipping & Handling	Order Subtotal	Ship Amt.
	\$1 - \$75	\$10
	\$75.01 - \$125	\$13
	\$125.01 - \$250	\$17
	\$250.01 - \$400	\$20
	\$400.01 - \$550	\$24
	\$550.01 - \$750	\$32
	\$750.01 - \$1000	\$40
	\$1000.01 - \$1500	\$52
	\$1500.01 and up	4%
<b>Total Order</b>		

**Shipping Information**

School Name: \_\_\_\_\_  
 Street (for UPS): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
 Contact's Name: \_\_\_\_\_  
 Contact's Email: \_\_\_\_\_

Please allow 4-5 weeks for delivery.

**Paddle Tramps Mfg./AwardPlace**  
 1317 University • Lubbock, TX 79401 • ph: 806-765-9901

**Fax to: (806) 763-9148**  
 or order at [www.awardplace.com](http://www.awardplace.com)

**Questions?**  
 We're here to help -- please call us.  
 (806) 765-9901

# Distinction Designation Star Plaques



D

**Plaque Dimensions:**  
10 inches in diameter

**Price: \$62**  
(includes all  
engraving: distinction,  
school name, and year)

Emphasize your school's Distinction Designation awards with these solid oak star plaques! These plaques are designed to make a great-looking collage as the school achieves new distinctions each year! Surround your accountability plaque with stars!

## Indoor-Outdoor Banners

### Customized Ribbon Banner

AwardPlace's indoor/outdoor banners are a great way to publicize a school's accomplishments! Designs are customized with the school name and all distinctions earned that year. Banners are one-sided and include grommets for hanging and securing.

Available in three sizes: • 3 x 6 feet, • 3 x 8 feet, and • 3 x 10 feet.

E

# Hilltop Grove Elementary

*Honored by the*  
**Texas  
Education  
Agency**

*2014 Met Standard with Distinction*

▣ Academic Achievement: Social Studies ▣

▣ Top 25%: Closing Performance Gaps ▣

# Valedictorian & Salutatorian Plaques

Congratulate your school's top graduates with these extra-thick, solid-walnut plaques. A white-oak overlay features the school's initials and year in walnut letters and an elegant black-on-brass plate engraved with the detailed award information.

School/City: \_\_\_\_\_

Valedictorian (if known): \_\_\_\_\_

Salutatorian (if known): \_\_\_\_\_

Val. dimensions: 10" wide, 14" tall, 1.25" thick

Sal. dimensions: 9" wide, 12" tall, 1.25" thick



Don't know your awardees yet? No problem! We'll leave space and after presentation, email or fax us the names and we'll send you a nameplate that will adhere to the original.

**F**



**G**



**H**

**I**

Qty	Product	Price	Total
	<b>Valedictorian Plaque (10 x 14")</b> (engraving included)	\$125	
	<b>Salutatorian Plaque (9 x 12")</b> (engraving included)	\$115	
	<b>Honor Graduate Plaque (8 x 10")</b> (engraving included)	\$65	
	<b>Retirement or Appreciation Plaque (8 x 10")</b>	\$32	
	Engraving (per character)	\$0.30	
	<b>Mini Plaques (4 x 4")</b> (artwork setup & engraving included.)	Qty \$/ea 12-23 \$13 24-47 \$11 48+ \$9	
	*Text-only designs (min. 12)	\$8.50 ea	

## Honor Graduate Plaques 8" x 10" (3/4" thickness)

Rounded at top, features an oak logo with graduation cap and school letters and an engraved plate below. Student names are included if you know them at time of order -- but these plaques are often presented without names.

Check here if you desire names engraved, and included them with order.

## Retirement/Appreciation Plaques 8" x 10"

A great all-purpose plaque! Beautiful solid walnut with a black-on-brass plate. Express your message of gratitude and thanks for a job well done. Great for retirements, outgoing board members, or achievements of any kind. Base price includes plaque and plate; engraving is \$0.30 per character.

Please send engraving by fax or email to [awards@paddletramps.com](mailto:awards@paddletramps.com).

## New! Pocket Plaques

These new, mini-sized plaques (4" x 4") are a huge upgrade to medals and certificates. Please send logo and list of awards to [awards@paddletramps.com](mailto:awards@paddletramps.com). We'll confirm everything with you before production. Questions - please call!



### Payment Info

Credit Card  Visa  MC

Account #: \_\_\_\_\_ Exp.: \_\_\_\_\_

Name: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Signature: \_\_\_\_\_ (3-digit code on back)

Check or Money Order # \_\_\_\_\_  P. O. # \_\_\_\_\_

(enclosed)

(please fax copy of the PO with form)

### Subtotal

### Shipping & Handling

Order Subtotal	Ship Amt.
\$1 - \$75	\$10
\$75.01 - \$125	\$13
\$125.01 - \$250	\$17
\$250.01 - \$400	\$20
\$400.01 - \$550	\$24
\$550.01 - \$750	\$32
\$750.01 - \$1000	\$40
\$1000.01 - \$1500	\$52
\$1500.01 and up	4%

**Total Order**

### Shipping Information

School Name: \_\_\_\_\_

Street (for UPS): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Please allow 4-5 weeks for delivery.

### Questions?

We're here to help -- please call us.

(806) 765-9901

**Paddle Tramps Mfg./AwardPlace**

1317 University • Lubbock, TX 79401 • ph: 806-765-9901

**Fax to: (806) 763-9148**

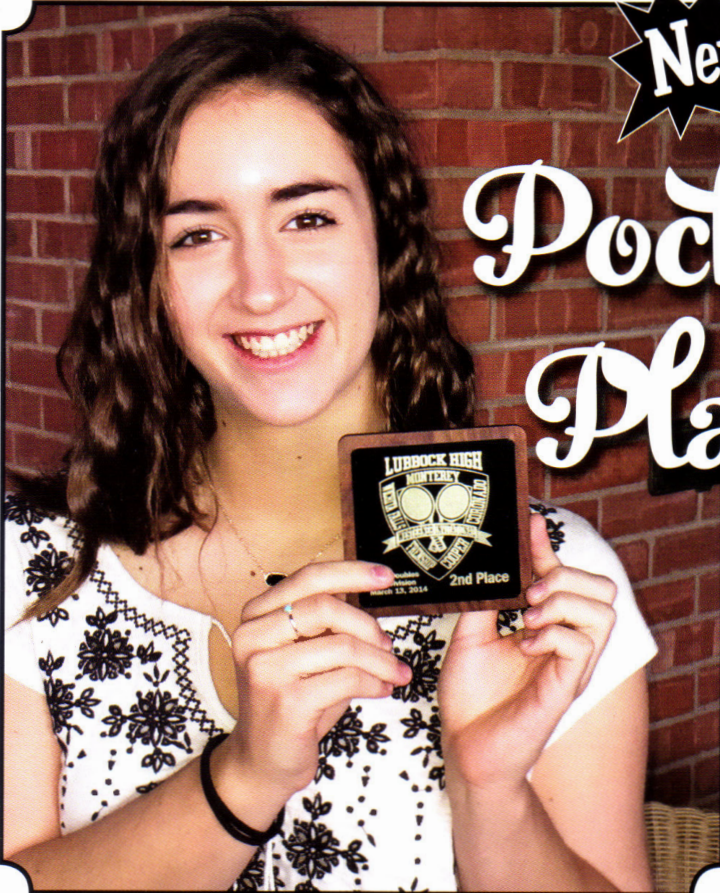
or order at [www.awardplace.com](http://www.awardplace.com)



**New!**

# Pocket Plaques

**RAISING THE  
COOL  
FACTOR ON  
AWARDS!**



- 4 x 4 inch walnut
- laser-engraved black plate on front surface
- 1/4 inch thin
- customized for your school & awards!
- as low as **\$8.50 ea.** for text-only designs (like top photo)

**Plus...  
Valedictorian & Salutatorian  
and Year-End Awards**  
(on inside panel)



Texas  
Accountability  
Awards

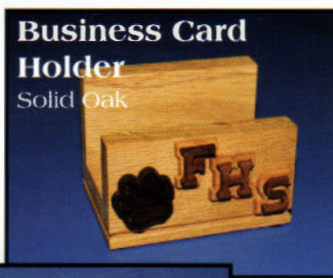
Paddle Tramps Mfg. Co./AwardPlace.com  
1317 University Avenue  
Lubbock, TX 79401  
Phone: (806) 765-9901  
Fax: (806) 763-9148



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**Notecard Holders**  
Monogrammed • Oak/Walnut



**Business Card Holder**  
Solid Oak



**Magnetic Namebadges**  
Lasered Solid Oak

**"Blank Slate" Plaque**  
8" x 10" Walnut • Use for any recognition



*Some of our other products!*  
See more at [www.AwardPlace.com](http://www.AwardPlace.com)  
Give us a call for additional info



**Desk Nameplates**  
Solid Oak • Walnut Lettering or Laser Engraved Black Brass



**Door Signs**  
Lasered Plate or Walnut Letters



**Graduation Awards**



**Honor Graduate Plaque**

**Valedictorian & Salutatorian Plaques**

Paddle Tramps Mfg. Co. was founded in Lubbock, Texas, in 1961. Originally our products were college gifts for students at Texas Tech. By 1963 we had expanded our market to other schools in Texas and Oklahoma, and we continued to grow by selling our products through retail stores across the U.S. Because of our focus on customization, plaques and awards were a part of our business early on, and we began to use "AwardPlace" as our brand for those products. Our unique processes—and the fact that we manufacture everything here in Texas—ensure one-of-a-kind awards for schools and corporations. We are still a family-run business, and we insist on maintaining the highest standards of quality. Your satisfaction is our top priority.

