



AWARDS CATEGORY

The Purchasing Department has completed the vendor evaluation of the Awards category. This includes awards, acrylics, trophies, medals, ribbons, name tags, name plates, stamps, clocks, executive gifts, crystal, plaques, perpetual plaques and the like. Attached is the preferred list of vendors. Please use these vendors going forward.

If your award quote should come in and exceed \$2500, we ask that you allow Purchasing to solicit at least three bids for you and then present you with their recommendations. Send the specific information to me and I will quote it for you and present you with my findings. If the awards quote is under \$2500 you are free to choose any of the vendors listed on the preferred vendor list. If you need assistance with any order I would be happy to help you.

Please note: Each vendors' delivery agreements are included on the list.

It is important to provide the vendor with specific instructions, photos, logos, inscriptions, and the required date the product is needed when placing the order. As always, after receiving a quote and making a decision, enter a purchase requisition into the system for approval. The preferred vendors will not start work until they receive an approved purchase order # from the University.

If you have any questions, please call me at x3189. As always, I would appreciate any positive/negative feedback on any vendor that you use so that Purchasing can continue to maintain solid vendor relationships that are in Loyola University's best interests.

Regards,

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AWARDS CATEGORY – FY 22-23

Preferred Vendors List by Purchasing Dept. (alphabetical order) Use Object code 51010 (trophies/plaques) and 51001 (nametags)

Vendor	Vendor #	Contact Information	Delivery Agreement
Attaway Awards (aka: Plaque Commander)	2058113	Contact Jon ; Phone: 985-781-5151; Fax: 985-781-5157; email: attawaytrophies@aol.com ; website: www.attawaytrophies.com	Will ship for free if order is greater than \$100; otherwise vendor will quote courier/mail service cost to campus at time of quote. NOTE: PREFERRED NAME TAG VENDOR @ \$5.95 per nametag plus \$8.45 shipping USPS object code 51011.
Crown Award	2062424	Find a sample at www.crownawards.com 800-227-1557 . They accept PO's.	Or find a sample of the award from this website and shop it around locally.
Ed Smith's Stencil Works	2057879	Mike Rowan; P: 504-525-2128; F: 504-525-2157; 4315 Bienville St. New Orleans, LA 70119 8am- 5pm M-F; email: mike@edsmiths.net ; website: www.edsmiths.net ; Kelly Torres kelly@edsmiths.net and Colette Casso colette@edsmiths.net	You can pick up orders at store; or will ship to campus for \$19 per order. Orders greater than \$275, vendor will provide free delivery.
Faber Awards (PICK UP ORDERS ONLY)	WIP to set up	DESIREEFABER@AOL.COM 504-821-5711 9127 Airline Hwy, New Orleans, LA 70118, open 9am-5 pm Mon-Friday. Contact person is Desiree Faber.	Will accept Loyola Purchase orders but you must visit their showroom and receive a quote and then they will forward it to Purchasing for a Purchase order. You must then pick up the awards yourselves when ready at their showroom.
Jack Petty Marketing and Promotions	2058098	Paul Costanza 504-840-9985; 3120 Metairie Road, Metairie, LA 70001; email: paul@jackpetty.com website: http://www.jackpetty.com/	Pick up orders at store; or will provide delivery service to campus free of charge if minimum individual order is \$100; otherwise vendor will quote courier/mail service cost to campus at time of quote. NOTE: Please call the store prior to arrival to make sure someone is in the office.
Trophy Depot (online.com vendor)	2064314	Marian O'Boyle 800-286-7096 x100; email: Marian@trophydepot.com You must create a one-time login/PW account online https://www.trophydepot.com . Obtain the quote online – choose payment as CK/PO# quote will include <u>freight charges</u> include on PO. Then Fax/Email approved PO to Marian@trophydepot.com to place order.	Must have PO#; NOTE: This is an online.com vendor, not local- it is a mail order vendor so <u>shipping charges are via UPS Ground based on weight</u>. Must include shipping charges on PO. Also, we will be paying their sales tax rate vs. Loyola 5% sales tax. <u>Try and source through local vendor first.</u>

Purchasing Notes:

- ❖ **All name tag orders are to be placed with The Plaque Commander “aka Attaway Awards” Ven ID 2058113 at \$5.95/each: They will be shipped to campus via U.S. Mail – add \$9.90 postage to the order as a separate line item. Please include name and title for each nametag on requisition when ordering.**
- ❖ **Any order exceeding \$1000 must be bid out by the Purchasing Department. Contact Lisa Kibler @ 504-865-3189.**
- ❖ When ordering an award, trophy, medal, name plate, name tag, etc. please send the vendor a picture of the item, manufacturer and part#, artwork, logo, measurements, and specific engraving details. Utilize vendor online catalogs for product search – see links below.
- ❖ Please make sure the Marketing Dept approves any logos that are not found on the Marketing Brand Loyno.edu website.
- ❖ Please include the required due date when ordering and exact words to be engraved. Check spelling.
- ❖ **Catalog links to reference:** <http://www.greystoneproducts.com/> ; <http://www.airflyte.com/> ; <http://www.corpawds.com/> ; <http://www.premierpersonalizedgifts.com/> ; <http://www.toweradv.com/catalogs/tower2/index.html> ; <http://acrylic.awardscat.com/>

