NOTICE OF AWARD OF CONTRACT

TO:
CASSEL'S AWARDS & ENGRAVING INC.
14000 PARK CENTER ROAD
HERNDON, VA 20171

DATE ISSUED: APRIL 18, 2012
CURRENT CONTRACT NO: 605-12

CONTRACT TITLE: TROPHIES AND RELATED AWARD ITEMS
PRIOR CONTRACT NO: 386-10

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract in accordance with the response submitted by you on MARCH 27, 2012. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on APRIL 30, 2013.

This is the FIRST year award notice of a possible FOUR year contract.

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 605-12 and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:
1) REFER TO BID FORM ATTACHED
2) 20% DISCOUNT FROM PUBLISHED PRICE LIST

ATTACHMENTS:
SPECIFICATIONS EXCERPT
EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: JEANNIE WHITT
VENDOR PAYMENT TERMS: NET 30 DAYS
EMAIL: JEANNIE@CASSELSONLINE.COM
COUNTY CONTACT: MEGAN CARNEY
EMAIL: MCARNEY@ARLINGTONVA.US

TELEPHONE NO.: 703-435-4446
TELEPHONE NO.: 703-228-1835

CONTRACT AUTHORIZATION

Delphine Lambert
Buyer

DISTRIBUTION

VENDOR: 1
BID FOLDER: 2

DATE: 04/18/12
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT

INVITATION TO BID NO. 605-12

BID FORM
BID FORM, PAGE 1 OF 7

SUBMIT TWO (2) FULLY-COMPLETE AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 2:00 P.M. ON MARCH 27, 2012,

FOR PROVIDING TROPHIES AND RELATED AWARD ITEMS PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

LIST PRICE: See below EXPIRATION DATE: 2013 WEBSITE (IF ANY): www.casselsonline.com PERCENTAGE DISCOUNT FROM LIST PRICE: 20%

THE PERCENTAGE DISCOUNT SHALL BE A SINGLE PERCENTAGE DISCOUNT APPLICABLE TO ALL TROPHIES AND RELATED AWARD ITEMS.

LIST PRICES SHALL INCLUDE SHIPPING AND ENGRAVING COSTS.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>REFERENCE NUMBER</th>
<th>LIST PRICE</th>
<th>COUNTY NET PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>P4</td>
<td>$14.40</td>
<td>$11.52</td>
</tr>
<tr>
<td>2.</td>
<td>PP160C</td>
<td>$23.62</td>
<td>$18.90</td>
</tr>
<tr>
<td>3.</td>
<td>W1220</td>
<td>$52.30</td>
<td>$41.80</td>
</tr>
<tr>
<td>4.</td>
<td>4905C (pg. 49)</td>
<td>$72.50</td>
<td>$58.00</td>
</tr>
<tr>
<td>5.</td>
<td>4905A (pg. 49)</td>
<td>$62.50</td>
<td>$50.00</td>
</tr>
<tr>
<td>6.</td>
<td>X7C</td>
<td>$26.10</td>
<td>$20.85</td>
</tr>
<tr>
<td>7.</td>
<td>M series medals (pgs. 2-12)</td>
<td>$4.00</td>
<td>$3.20</td>
</tr>
</tbody>
</table>

BIDDERS SHALL SUBMIT WITH THEIR BIDS THE SPECIFICATIONS, BROCHURES AND OTHER RELEVANT DATA ON EQUIVALENT ITEMS STATED ABOVE.

BIDDER NAME: Cassel's Awards & Engraving Inc.
REFERENCES: LIST AT LEAST THREE (3) LEAGUES AND/OR GOVERNMENTAL AGENCIES YOU HAVE CONTRACTED WITHIN THE PAST SIX MONTHS:

<table>
<thead>
<tr>
<th>NAME OF ORGANIZATION</th>
<th>TELEPHONE NUMBER</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arlington DPR</td>
<td>703-228-1835</td>
<td>Megan Carney</td>
</tr>
<tr>
<td>2. Dulles National Soccer Tournament</td>
<td>703-374-6767</td>
<td>Cliff Toma</td>
</tr>
<tr>
<td>3. Virginia Soccer Association</td>
<td>703-994-9415</td>
<td>Katey Saffer</td>
</tr>
</tbody>
</table>

DELIVERY: BIDDER CERTIFIES THAT DEADLINE INDICATED IN THE SPECIFICATIONS WILL BE MET. IF THERE ARE ANY EXCEPTIONS TAKEN TO SCHEDULE, INDICATE HERE:

__________________________

COST FOR ENGRAVING LETTERS IN EXCESS OF 30 LETTERS/TROPHY: $ 0 EA LETTER

REQUIRED ATTACHMENTS: (CHECK LIST)

_________ BROCHURE/PRICE LISTS FOR RELATED ITEMS

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, is the hard copy of the documents available from the Office of the Purchasing Agent.

An electronic copy of the solicitation documents provided at the County Purchasing Agent’s website (http://www.arlingtonva.us/purchasing) is subject to an important disclaimer which must be acknowledged online before the documents can be downloaded.

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County by either of the methods described above, and documents obtained from all other sources.

BIDDER NAME: Cassels's Awards & Engraving Inc.
TRADE SECRETS OR PROPRIETARY INFORMATION:
Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

( ) No, the bid I have submitted does not contain any trade secrets and/or proprietary information.

( ) Yes, the bid I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the bid containing such data or materials:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

State the specific reason(s) why protection is necessary:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of contract, the bid will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

BIDDER NAME: Cassel's Awards & Engraving Inc.
CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES
Provide the name and address of the person designated by the Bidder to
receive notices and other communications (Refer to section headed Notices in
the Contract Terms and Conditions of this solicitation for further details):

Cassel's Awards & Engraving Inc.

Jeannie Whitt - Accounts Manager

14000 Park Center Road

Herndon, VA 20171

THE PROPER AND FULL LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST
BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER
DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID
FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND
ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY AND
CONTRACTUALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE  

PRINT NAME AND TITLE  

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND
AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.B. PROJECT MANAGER):

NAME (PRINTED): Jeannie Whitt TLE: Accounts Manager

E-MAIL ADDRESS: Jeannie@casselsonline.com TEL. NO.: 703-435-4446
<table>
<thead>
<tr>
<th>SUBMITTED BY: (LEGAL NAME OF ENTITY)</th>
<th>Cassel's Awards &amp; Engraving Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>14000 Park Center Road</td>
</tr>
<tr>
<td>CITY/STATE/ZIP:</td>
<td>Herndon, VA 20171</td>
</tr>
<tr>
<td>TELEPHONE NO:</td>
<td>703-435-4446</td>
</tr>
<tr>
<td>FAXSIMILE NO.:</td>
<td>703-787-4635</td>
</tr>
<tr>
<td>TAX ID NUMBER (EIN/SSN):</td>
<td>54-1145832</td>
</tr>
<tr>
<td>THIS FIRM IS A:</td>
<td>⬜ Corporation, ⬜ General Partnership, ⬜ Limited Partnership, ⬜ Unincorporated Association, ⬜ Limited Liability Company, ⬜ Sole Proprietorship</td>
</tr>
<tr>
<td>IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?</td>
<td>Yes</td>
</tr>
<tr>
<td>IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:</td>
<td>0208584-3</td>
</tr>
<tr>
<td>ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED</td>
<td></td>
</tr>
<tr>
<td>IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?</td>
<td>No</td>
</tr>
<tr>
<td>BIDDER STATUS: Minority Owned:</td>
<td>☒ Woman Owned: ☐ Neither: ☒</td>
</tr>
</tbody>
</table>

27
605-12
Metropolitan Washington Council of Governments (COG)

Rider Clause

PERTAINING TO THE USE OF CONTRACT(S) BY MEMBERS OF THE METROPOLITAN
WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE

A. If authorized by the bidder(s), resultant contract(s) will be
   extended to any or all of the listed members as designated by the bidder
   to purchase at contract prices in accordance with contract terms.

B. Any member utilizing such contract(s) will place its own order(s)
   directly with the successful contractor. There shall be no obligation on
   the part of any participating member to utilize the contract(s).

C. A negative reply will not adversely affect consideration of a
   bidder's bid/proposal.

D. It is the awarded vendor's responsibility to notify the members
   shown below of the availability of the Contract(s).

E. Each participating jurisdiction has the option of executing a
   separate contract with the awardee. Contracts entered into with a
   participating jurisdiction may contain general terms and conditions
   unique to that jurisdiction including, by way of illustration and not
   limitation, clauses covering minority participation, non-discrimination,
   indemnification, naming the jurisdiction as an additional insured under
   any required Comprehensive General Liability policies, and venue. If,
   when preparing such a contract, the general terms and conditions of a
   jurisdiction are unacceptable to the awardee, the awardee may withdraw
   its extension of the award to that jurisdiction.

F. The issuing jurisdiction shall not be held liable for any costs
   or damages incurred by another jurisdiction as a result of any award
   extended to that jurisdiction by the awardee.

Continued on next page
**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

<table>
<thead>
<tr>
<th>YES/NO</th>
<th>JURISDICTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prince George's County, Maryland X Prince George's Public Schools</td>
</tr>
<tr>
<td></td>
<td>Prince William County, Virginia X</td>
</tr>
<tr>
<td></td>
<td>Prince William County Public Schools X</td>
</tr>
<tr>
<td></td>
<td>Prince William County Service Authority X</td>
</tr>
<tr>
<td></td>
<td>Rockville, Maryland X</td>
</tr>
<tr>
<td></td>
<td>Spotsylvania County Schools X</td>
</tr>
<tr>
<td></td>
<td>Stafford County, Virginia X</td>
</tr>
<tr>
<td></td>
<td>Takoma Park, Maryland X</td>
</tr>
<tr>
<td></td>
<td>Upper Occoquan Sewage Authority X</td>
</tr>
<tr>
<td></td>
<td>Vienna, Virginia X</td>
</tr>
<tr>
<td></td>
<td>Virginia Railway Express X</td>
</tr>
<tr>
<td></td>
<td>Washington Metropolitan Area Transit Authority X</td>
</tr>
<tr>
<td></td>
<td>Washington Suburban Sanitary Commission X</td>
</tr>
<tr>
<td></td>
<td>Winchester, Virginia X</td>
</tr>
<tr>
<td></td>
<td>Winchester Public Schools X</td>
</tr>
</tbody>
</table>

**BIDDER'S LEGAL NAME:**

Cassel's Awards & Engraving Inc.

**DATE OF BID:** 3-27-2012
Items included under this contract include, but are not limited to, trophies, name tags, ribbons, medallions, and other award-related items.

**DAN KAIN TROPHIES INC. CATALOGUE**

<table>
<thead>
<tr>
<th>Item number</th>
<th>Item description</th>
<th>Dan Kain Trophies Catalogue</th>
<th>Reference number</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Economy Walnut Finish Plaques (walnut finish acceptable) 5&quot; x 7&quot;</td>
<td></td>
<td>P4</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>Economy Walnut Finish Plaques (walnut finish acceptable) 9&quot; x 12&quot;</td>
<td></td>
<td>PP160C</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>Trophies with Cups</td>
<td></td>
<td>W1220</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Wood Column Team Trophies 26.5&quot;</td>
<td></td>
<td>RV21</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>Wood Column Team Trophies 24&quot;</td>
<td></td>
<td>V32</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>Sports Specific Trophy with wood base 10&quot;</td>
<td></td>
<td>X7C</td>
<td>14</td>
</tr>
<tr>
<td>7</td>
<td>30 inch neck ribbon with 2&quot; medal</td>
<td></td>
<td>M69</td>
<td>13</td>
</tr>
</tbody>
</table>

**ENGRAVING**

**ENGRAVING SHALL BE INCLUDED IN THE BASE PRICE OF ALL TROPHIES.** The County seldom has individual names engraved and the engraving order is usually placed with the trophy order for such inscriptions as "Event champion", "League champion", etc., the event name and the year. This contract shall include up to thirty (30) characters for each trophy engraved at no additional cost. A cost per character for over thirty (30) characters shall be included on the bid form. Engraving is required on all trophies.

**CATALOGUES AND PRICE LISTS**

A COPY OF THE CURRENT CATALOGUE AND/OR APPLICABLE PRICE LISTS COVERING ALL ITEMS SHALL BE SUBMITTED WITH THE BID. THE DATE OF EXPIRATION OF THE CATALOGUE AND PRICE LISTS SHALL BE INCLUDED WITH THE BID. BIDS SUBMITTED WITHOUT THESE DOCUMENTS WILL BE SUBJECT TO REJECTION.

**DISCOUNT**

Prices for items listed above shall be indicated on the bid form at a discount from list price (catalogue). The percentage discount must be a single percentage discount applicable to all trophies and related award items. This percentage discount will be used to determine the County Net Price for items listed on the Bid Form and unlisted items the County may additionally purchase.
The price list bid shall be firm for a one-year period from date of award of contract.

For ensuing years, the Contractor shall provide the County with a copy of the new price list each time it is issued for the life of the contract. The new price list must be received at least thirty (30) days prior to the effective date and shall become effective only upon approval by the County Purchasing Agent.

The County reserves the right to review new catalogues/list prices issued during the contract term for reasonability and may terminate the contract if the new price lists are considered excessive.

**DELIVERY**

Trophies will either be picked up (if the Contractor is a local business) or will have to be shipped P.O.B. Destination Freight Prepaid and Allowed to: 3700 South Four Mile Run Arlington, VA 22206. **PRICES SHALL INCLUDE SHIPPING COST.**

On average lead times are as follows:

<table>
<thead>
<tr>
<th>Trophy production</th>
<th>Seven (7) calendar days from receipt of order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engraving</td>
<td>Seven (7) calendar days from receipt of order</td>
</tr>
</tbody>
</table>

The Contractor may be called upon during the contract term to provide more rapid service but the County regards this as an exception to normal practices and will strive to provide the maximum lead time possible for all orders.