



## TIPS – The Interlocal Purchasing System

C/o Region 8 Education Service Center

Phone: 1-866-839-8477 | Fax: 1-866-839-8472

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March 23, 2017

Payne Mechanical  
Keith Payne  
7223 West Bert Kouns  
Shreveport, LA 71129

RE: TIPS Awarded Contract – **Trades, Labor and Materials (JOC)**  
TIPS Contract Number – **170201**

### **CONTRACT AWARD**

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region 8 Education Service Center has awarded a contract to **Payne Mechanical** for **Trades, Labor and Materials (JOC)**. This contract will be in effect from **03/23/2017** through **04/26/2018**, with automatic annual renewal at each annual anniversary for the next two consecutive years, unless either party objects and vendor has reported TIPS sales. Total potential term of contract, with all renewals, will be approximately 36 months unless terminated for due cause.

### **REPORTING OF SALES**

TIPS Sales **MUST** be reported on a **Monthly** or **Bi-Monthly** schedule, unless agreed upon by both parties. TIPS will send an automated invoice of sales from submitted PO's every 90 days. *If no sales were paid to you by TIPS Members, then no report is due.* SALES INFORMATION is REQUIRED with the submission check, and a [reporting template](#) is available! To request the current reporting template or for questions regarding reporting of sales, contact Aide Vallejo at [accounting@tips-usa.com](mailto:accounting@tips-usa.com)

### **PROCESSING PURCHASE ORDERS**

Awarded Vendor **MUST** direct TIPS members to email all PO's to [TIPSP0@tips-usa.com](mailto:TIPSP0@tips-usa.com). The TIPS office will validate purchase orders and forward to you as the Awarded Vendor for processing. The Member will receive an email confirmation of the PO approval and a link to print a letter of authorization for their files. The vendor will receive an email confirmation of the PO approval and a link to download the PO.

### **DOING BUSINESS IN WEST VIRGINIA**

**If your company will not be doing business in West Virginia, disregard this section.**

If your company can serve members in West Virginia, you must review, agree, sign and forward by *US Mail* a **RESA-8 TERMS AND CONDITIONS** document that is available from the TIPS Office. Contact Karen Walton at [karen.walton@tips-usa.com](mailto:karen.walton@tips-usa.com) for a West Virginia Contract. If you do not sign and mail this document, your company will not have the opportunity to sell services to any of the West Virginia Members through the TIPS Vendor Awarded Contracts. **Form must be mailed to RESA-8 Office in West Virginia at 109 South College Street, Martinsburg, West Virginia 25401.** You must have this document signed by RESA 8 prior to selling your services through TIPS to WV members.

### **VENDOR WEB PAGE REVIEW**

Go to [www.tips-usa.com](http://www.tips-usa.com) hover over "Contracts" and click on "All Vendors". Find your company in the list and click on your company name. Take a moment to review the information posted for your company. Notify the TIPS office at [tips@tips-usa.com](mailto:tips@tips-usa.com) of changes. If you would like to have your company logo

displayed on your vendor page, you may email it to TIPS at [tips@tips-usa.com](mailto:tips@tips-usa.com) and we will be glad to add it to your vendor page. Format: (JPG – 350 x 350 Pixels – White or Transparent Background Color – Your logo does not have to be square; it has to fit on a 350 x 350 square space)

### **SETTING UP VENDOR LOGIN AND PASSWORD FOR TIPS**

Awarded Vendors must set up their own TIPS Login and Password. (Primary Contact Only) Here are the instructions:

1. Go to [www.tips-usa.com](http://www.tips-usa.com)
2. Hover over “Vendors” and click on “Vendor Login”.
3. Click on “Reset Password” link.
4. Enter your email address in both boxes, click “Send”.
5. You will receive a system generate email with a “reset” link. Click on the link in the email to complete the login setup.

Not all information can be changed by the vendor. If you are not able to update some information, notify the TIPS Office at [tips@tips-usa.com](mailto:tips@tips-usa.com) and request to change your information. Some changes may require Board Action through an Addendum to the Vendors Contract. (i.e. name change, product changes, pricing, etc.)

You can also set up additional user accounts for your company. These users will not have the ability to make changes to the vendor profile. But they will be able to access TIPS Membership Information which will assist them in identifying new members for sales transactions.

#### **To Setup ADDITIONAL USERS:**

Login to the Vendor page. Hover over “My Account” and click on “Authorized Users – Click on Add Users. Fill in the required fields of information then click ADD. Users can be given FULL or VIEWER permissions. Full permission gives the user the same access as the Primary Contact. The person responsible for paying the TIPS 2% Admin Fee needs FULL permissions.

*NOTE: the only person who can set up additional users is the Primary Contact for the Vendor Contract.*

#### **TIPS Proposal and Purchase Order Requirements for JOC contracts:**

##### **Proposal Format**

- Provide the TIPS Member a proposal cover letter about the project, and
  - Detailed Scope of Work, and
  - RS Means Line Item Estimate
- \*\* If you utilize a company contract, the contract must reference TIPS contract #170201. If an AIA contract document is used, the AIA document needs to reference TIPS contract #170201.**

##### **PO Instructions**

- Instruct the TIPS Member to send their PO and your proposal, scanned as one PDF document and attached to an email, to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).
- \*\* RS Means Line Item Estimate must accompany PO, Company Contract, or AIA document.**

##### **RS Means Support**

TIPS Estimator: Heath Hinton

[heath.hinton@tips-usa.com](mailto:heath.hinton@tips-usa.com) (903) 575-2629 (Direct)

(866) 839-8477 (Toll-Free)

# CERTIFICATE of AWARDED CONTRACT



Awards

**Payne Mechanical  
for  
Trades, Labor and Materials (JOC)  
Contract #170201**

## **Contract Effective Dates**

**Year One – 03/23/2017 thru 04/26/2018**  
**Year Two – 04/27/2018 thru 04/26/2019**  
**Year Three – 04/27/2019 thru 04/26/2020**

*\*Contract will automatically renew on the contract date if both parties agree and the vendor has reported TIPS Sales during the previous 12 months.*

*Dr. David Fitts*

**Executive Director  
Region 8 ESC**



Visit [www.tips-usa.com](http://www.tips-usa.com) for details on this Awarded Vendor