THE INTERLOCAL PURCHASING SYSTEM

4845 US Highway 271 North | Pittsburg, Texas 75686 | 866.839.8477

March 23, 2017

Conway Flooring & Design
Eric Priester
4035 McDowell Dr
Conway, AR 72034

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 **Conway Flooring & Design** for **Trades, Labor and Materials (JOC)**. This contract will be in effect from **03/23/2017** through **04/26/2020**. With automatic annual renewal at each 12 month anniversary for the next two consecutive years, if both parties agree and vendor has reported TIPS sales. Total term of contract will be 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 Sarah Bond at accounting@tips-usa.com

PROCESSING PURCHASE ORDERS

Awarded Vendor **MUST** direct TIPS members to email all PO's to TIPSPO@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 VIRIGINA

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 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 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 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 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
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 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.

  **** 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
(903) 575-2629 (Direct)
(866) 839-8477 (Toll-Free)

CERTIFICATE OF AWARDED CONTRACT

THE INTERLOCAL PURCHASING SYSTEM

Awards

Conway Flooring & Design

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 vendor has reported TIPS Sales during the previous 12 months.*

Dr. David Fitts
Executive Director
Region VIII ESC

Visit www.tips-usa.com for details on this Awarded Vendor