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www.tips-usa.com 866-839-8477 tips@tips-usa.com

May 18, 2018

Willbanks Contractor Support LLC
Mark Risha
6610 Stillwell St Ste B
Houston, Texas 77087

RE: TIPS Awarded Contract – **Comprehensive HVAC Solutions and Services (JOC)**
TIPS Contract Number – **18010102**

AGREEMENT AWARD FOR JOC

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region 8 Education Service Center has awarded a Agreement to **Willbanks Contractor Support LLC** for **Comprehensive HVAC Solutions and Services (JOC)**. This Agreement will be in effect from **03/22/2018** through **03/26/2019**, The first one (1) year extension is automatic unless either party exercises its right to termination as provided in the Part 2 JOC Vendor Agreement. The second one-year term extension may be executed with the agreement of both parties. Total potential term of Agreement, with all renewals, will be approximately 48 months unless terminated as provided in the Agreement.

REPORTING OF SALES

TIPS Sales **MUST** be reported on a Monthly or Bi-Monthly schedule, unless otherwise 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.

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](mailto:KarenWalton@tips-usa.com) for a West Virginia Agreement. 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 Agreements. **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 "Agreements" 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 tipspo@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 tipspo@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

Individual Awarded Vendors must set up their own TIPS Login and Password.

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 generated email with a "reset" link,
 - a. Click on the link in the email to complete the setup

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

To access a user's guide for the TIPS Vendor Portal, click [here](#).

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 Agreement. **TIPS Proposal and Purchase Order Requirements for JOC Agreements: 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 Agreement, the Agreement must reference TIPS Agreement No 170201. If an AIA Agreement document is used, the AIA document needs to reference TIPS Agreement No 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 Agreement, or AIA document. RS Means Support** TIPS Estimator: Heath Hinton heath.hinton@tips-usa.com (903) 575-2629 (Direct) (866) 839-8477 (Toll-Free)

"Purchasing Made Personal"

CERTIFICATE of AWARDED CONTRACT



Awards

Willbanks Contractor Support LLC
for
Comprehensive HVAC Solutions and Services (JOC)
Contract No 18010102

Dr. David Fitts

Executive Director
Region 8 ESC



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

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