



4845 US Highway 271 North, Pittsburg, Texas 75686

August 27, 2015

Southern Computer Warehouse
Starr Brown
1395 S Marietta Pwy Bldg 300-106
Marietta, GA 30067

RE: TIPS Awarded Contract – Cabling Products
TIPS Contract Number - 1082715

CONTRACT AWARD

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region VIII Education Service Center has awarded a contract for Cabling Products, Contract Number 1082715 to Southern Computer Warehouse. This contract will be in effect from 08/27/2015 through 08/23/2018. With the option for automatic annual renewal at each 12 month review for the next two consecutive years if both parties agree and vendor has reported TIPS sales. Total term of contract may be up to 36 months.

CONTRACT ADDENDUMS

Only items submitted on the original proposal can be sold through this contract. If you need to change pricing or add products this can be done through an Addendum to your Awarded Contract. You can only add items that are in the same category. Email the request to add products or change pricing to kim.thompson@tips-usa.com.

REPORTING OF SALES TO TIPS

Instructions are enclosed in this New Vendor Packet for reporting Sales to TIPS and paying the up to 2% Administration Fee (see Contract for percentage). If no sales were paid to you by TIPS Members during the month, then no report is due. **IT IS A REQUIREMENT THAT TIPS BE PROVIDED THE SALES INFORMATION WITH THE SUBMISSION CHECK THAT IDENTIFIES THE MEMBER NAME, STATE, SALE AMOUNT, AND the 2% AMOUNT.**

PROCESSING PURCHASE ORDERS

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

DOING BUSINESS IN WEST VIRGINIA

If your company can serve members in West Virginia, you must review, agree, sign and forward by US Mail the enclosed **RESA-8 TERMS AND CONDITIONS** document in the addressed envelope. If you do not sign and mail this document, then your company will not be afforded the opportunity to sell products or services to any of the West Virginia Members through the TIPS Vendor Awarded Contracts. **Do not return this form to the TIPS, Form must be mailed to RESA-8 Office in West Virginia at 109 South College Street, Martinsburg, West Virginia 25401.**