

TIPS CONTRACT

The Interlocal Purchasing System

<u>Contracting Officer Name, Contact Info, Website</u>	Meredith Barton 866-839-8477 / F#866-839-8472 tips@tips-usa.com Whitley Allen 903-575-2734 whitley.allen@tips-usa.com Rick Powell Procurement Officer 903-575-2689 Reid Williams Member Inquiries 903-575-2689 www.tips-usa.com https://tips.ionwave.net bids@tips-usa.com
<u>Contract Number</u>	170302-Region 8 Education Service Ctr.
<u>Vendor Number</u>	38-3974409
<u>Effective Date</u>	5/26/17 - 5/22/2020 5/25/18-renewal awarded
<u>Discount</u>	54.66% off 2017 Price List -freight additional / installation 5% of list TIPS allows extra discount on product,frt,installation
<u>Dealer Commission</u>	8%
<u>Rep Commission</u>	6.2527%
<u>Reporting</u>	Monthly- Report due by 15 th . TIPS will send an invoice every 90 days for PO's submitted 2% of product and installation. Not on Freight or COM submit report to: accounting@tips-usa.com

<u>Remit Payment To</u>	TIPS-The Interlocal Purchasing System %Accounting 4845 US Hwy. 271 North Pittsburg, TX 75686 866-839-8477
<u>Additional Fees</u>	N/A
<u>Warranty</u>	5 year
<u>Price Increase Before Renewal</u> Y or N	N 3% price increase 5/26/2018 3% price increase 5/26/2019
<u>Product Offered Off Contract:</u> Y or N	Y if approved ahead of time, at same discount
<u>Dealers Added/Deleted</u>	Dealers can be added or deleted any time. Submit request to whitley.allen@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. If you have been notified by TIPS, you may be eligible for an "Automated Contract" which means you have an e-commerce site and take internet orders. Automated vendors must sign extra documentation accepting responsibility for sending sales to TIPS for all collected TIPS Sales.

Agency places the order, along with quote from the dealer. Commission is paid to dealer after the invoice has been paid .

It is acceptable for us to invoice the dealer rather than the agency, however, we must be sure we add in any installation fee to the notes so that I will know to include this in the reported sales. Reporting fees is on product, installation, and freight.

If you would like to email TIPS - The Interlocal Purchasing System, please use one of the following email address to contact us:

- General Email Questions - tips@tips-usa.com
- Purchase Order Questions - bids@tips-usa.com
- Purchase Order Submission - tipspo@tips-usa.com
- Accounting Questions - accounting@tips-usa.com

We are also available by phone, you can give us a call at 866.839.8477 and we will be happy to assist you.