



P.O. Box 1894, Mt. Pleasant, Texas 75456

November 26, 2012

ACE Educational Supplies, Inc.  
Christopher Vietri  
5595 South University Drive  
Davie, FL 33328

RE: TIPS/TAPS VENDOR CONTRACT AWARD

Commodity Category - Classroom and Teaching Aids  
Contract Number - 1111512

Dear Awarded Vendor,

Congratulations! The Interlocal Purchasing System (TIPS/TAPS) Board of Directors of Region VIII Education Service Center has awarded a contract for Classroom and Teaching Aids under Contract Number 1111512 to ACE Educational Supplies, Inc.. This contract will be in effect from 11/15/12 through 11/15/13. Contracts are renewable annually, if both parties agree, for up to 2 years before awards are rebid with the RFP process. (With the exception of the Commodity Category of Trades, Temporary Labor and Materials which will only have a 12 month contract with no renewals. This commodity category is rebid each 12 months.)

Please Note: Only items submitted on the original proposal can be sold in 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 commodity category. Email the request to add products or change pricing to [kthompson@reg8.net](mailto:kthompson@reg8.net).

Awarded Vendor will receive a TIPS/TAPS Sales Submission Report bi-monthly that will need to be completed and returned to TIPS/TAPS with the 2% of sales from TIPS/TAPS Members. We prefer to have a spreadsheet or excel file with the following information: date of purchase, member name, product name, amount, quantity, total amount of sale and 2% due. IT IS A REQUIREMENT THAT WE HAVE BACK UP INFORMATION SUBMITTED WITH THE SUBMISSION CHECK THAT IDENTIFIES THE MEMBER NAME, STATE, SALE AMOUNT, AND the 2% AMOUNT.

Awarded Vendor representatives should direct TIPS/TAPS members to FAX their PO's to TIPS @866-839-8472. TIPS/TAPS administration office will validate purchase orders and forward by FAX within 2 hours to the appropriate vendor. Should you receive a faxed purchase order direct from a member, please fax a copy to the TIPS/TAPS office to complete the validation process.

Go to [www.tips-usa.com](http://www.tips-usa.com) Click on Members then Commodity/Contracts. Take a moment to review the information posted for your company. Notify the TIPS office at 866-839-8477 of any necessary changes.

TIPS/TAPS has prepared a few special services for Awarded Vendors through a confidential login and password at the TIPS/TAPS website. These services include:

- Accessing TIPS artwork for marketing
- Downloading a current Membership List in Excel spreadsheet format
- Copies of Authorization Letters from State Procurement Offices
- Miscellaneous Items for Awarded Vendors

To access these items please follow these steps:

1. Go to [www.tips-usa.com/admin/teamlogin.cfm](http://www.tips-usa.com/admin/teamlogin.cfm)
2. Enter as Login "webvendor" Password "8398477"
3. You will see the listing of TIPS/TAPS Members.
4. To see the TIPS/TAPS artwork click on System/Files/Logo.

TIPS/TAPS relies on Awarded Vendors to assist in getting new TIPS/TAPS members. New Members bring in New Sales for all TIPS/TAPS Awarded Vendors. Membership forms (Interlocal Agreement and Board Resolution) are available at the TIPS/TAPS website.

Again, we congratulate and welcome you to TIPS/TAPS. We look forward to promoting you as a TIPS/TAPS Awarded Vendor. If you have any questions, you may reach me at 866-839-8477 or by email at [TIPS@reg8.net](mailto:TIPS@reg8.net).

Sincerely,

*Kim Thompson*

TIPS/TAPS Cooperative Coordinator

**TIPS/TAPS**  
**Memorandum of Agreement**  
Contract Purchasing Procedures

This agreement is by and between and Region 8 Education Service Center (TIPS/TAPS) and ACE Educational Supplies, Inc., for the awarding of the enclosed vendor contract. The purpose of this document is to provide a written understanding of the TIPS/TAPS purchasing procedures. It is the intent of TIPS/TAPS to contract with a reliable, high performance vendor to supply various commodities to government and educational agencies in the State of Texas and other states served. It is the experience of TIPS/TAPS that the following procedures provide TIPS/TAPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures are as follows:

Promotion of Contract:

It is agreed that the Vendor will educate and promote the TIPS/TAPS contract with the Vendor sales team.

It is agreed that the Vendor will encourage all eligible entities to purchase from the TIPS/TAPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS/TAPS contract is not acceptable to the terms and conditions of the contract and will result in removal of Vendor from Program.

Invoices:

Vendor shall submit invoices direct to the TIPS/TAPS members. Each invoice shall include the TIPS/TAPS member's purchase order number. Shipment tracking number and/or any other pertinent information, for verification of TIPS/TAPS member receipt, shall be made available upon request. The Vendor shall not invoice for partial shipments unless agreed to by the TIPS/TAPS member.

Payment of Invoices:

All TIPS/TAPS members will make payment of invoices direct to the Vendor.

No Sales Clause:

If a Vendor reports "No Sales" for (2) consecutive quarters, the Vendor may be put on Probationary Status. If "No Sales" are reported during the Probationary period, the Vendor Awarded contract may be subject to termination. TIPS/TAPS reserves the right to cancel any Awarded Contract with a 30 day written notice to Vendor.

Random Audit:

Vendor is subject to random audits of sales activity. The TIPS/TAPS office will periodically contact TIPS/TAPS members to request Vendor transaction information. If the Vendor is found in violation of not reporting sales, the Vendor contract will be subject to termination.

2% Fee:

Vendor understands that in order to legally use this contract the 2% fee must be paid to TIPS/TAPS. If the 2% fee is not paid, the VENDOR understands they are putting the TIPS/TAPS Member (school district and/or governmental entity) in violation of the State's bid laws. The TIPS/TAPS Member would be unaware of this purchasing violation. My signature below, in this legal document, signifies that I understand this requirement is the responsibility of the a-fore mentioned company, as a vendor in the TIPS/TAPS Purchasing System. Henceforth by signing this document, the Vendor agrees to accept all responsibility for any violation of bid laws that are a result of not having paid the agreed upon 2% fee which authorizes this Awarded Contract. Vendor will therefore be responsible for any legal expenses incurred by the TIPS/TAPS Member and/or TIPS/TAPS Administration, should a

violation be the direct result of the Vendor not having paid the 2% fee as required to complete the contract requirements.

By virtue of the following signatures, we the undersigned do express understanding and commitment to the provisions of this agreement.

TIPS/TAPS

ACE Educational Supplies, Inc.

*Dr. Ray Glynn*

Executive Director  
Region 8 Education Service Center

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Email

Date: November 15, 2012

Date \_\_\_\_\_

**PLEASE RETURN THE SIGNED MEMORANDUM OF AGREEMENT BY FAX TO 866-839-8472.**



**RECOGNIZES**  
**ACE Educational Supplies, Inc.**

**As an Awarded Vendor For**  
**Classroom and Teaching Aids**

**Contract #1111512**

**Effective Date through 11/15/12-11/14/13**

**(with option to renew on anniversary date for the following 2 consecutive years)**

*Dr. Ray Glynn*  
**Executive Director**  
**Region VIII ESC**



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