TIPS – The Interlocal Purchasing System
C/O Region 8 Education Service Center
Phone: 1-866-839-8477 | Fax: 1-866-839-8472

10/30/2017

Shields & Associates Inc
Ben Shields
116 Challain Drive
Little Rock, AR 72223

RE: TIPS Awarded Contract – **Grounds Management, Goods & Services**
TIPS Contract Number – **160902**

CONTRACT AWARD

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region 8 Education Service Center has awarded a contract to **Shields & Associates Inc** for **Grounds Management, Goods & Services**. This contract will be in effect from **11/16/2017** through **11/15/2018**, with automatic annual renewal at each 12 month anniversary for the next **Grounds Management, Goods & Services** 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.

CONTRACT ADDITIONS or UPDATES

Only items submitted on the original proposal can be sold through this contract. If you need to change pricing or add products that are considered components of the awarded category, email the products, pricing with discount offered, to the TIPS office at tips@tips-usa.com.

RESELLERS or DEALERS

As an Awarded Contract Holder, you may list Resellers or Dealers to your contract. The Awarded Vendor Contract Holder is responsible for reporting **all** Reseller Sales to TIPS. Resellers are only allowed to sell the items listed on the Awarded Vendor's Contract. If you need to add Resellers/Dealers to your contract, please contact the TIPS office at tips@tips-usa.com.

REPORTING OF SALES

TIPS Sales **MUST** be reported each **MONTH**. Certain information is **REQUIRED** with the submission check, and can be sent along with the check or in an email to our Accounting Team at accounting@tips-usa.com. A sales reporting template is available, to request the current reporting template or for questions regarding reporting of sales, contact the Accounting Team at accounting@tips-usa.com.
As a part of the TIPS accounting procedures, we will send out a statement of Open PO's every 90 days.

PROCESSING PURCHASE ORDERS

Awarded Vendors **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.

VENDOR WEB PAGE REVIEW

Please, take a moment to review the information posted for your company on the TIPS website.

- Go to www.tips-usa.com
- Hover over Contracts
- Click on All Vendors
    - Navigate to the Alpha Folder for your Company Name
    - Scroll through the vendor list and find your company
    - Click on your company name
    - Click through the individual tabs of your vendor profile page to confirm all your contact information is correct.

Notify the TIPS office at tips@tips-usa.com if changes need to be made to your vendor profile.

VENDOR LOGO

If you would like to have your company logo displayed on your vendor page, please email your logo to TIPS at tips@tips-usa.com.

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.

CERTIFICATE of AWARDED CONTRACT

Awards

Shields & Associates Inc
for
Grounds Management, Goods & Services
Contract #160902

Contract Effective Dates

Year One – 11/19/2015 thru **11/22/2016**

Year Two – 11/22/2016 thru **11/22/2017**

Year Three – 11/22/2017 thru **11/22/2018**

**Contract will automatically renew on the contract date if both parties agree and the vendor has reported TIPS Sales during the previous 12 months.*

Dr. David Fitts

Executive Director
Region 8 ESC

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