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May 26, 2017

Mitchell Furniture Systems Inc.  
Kelly Marchese  
1700 W. Saint Paul Avenue  
Milwaukee, WI 53233

RE: TIPS Awarded Contract – **Furniture**  
TIPS Contract Number – **170302**

### **CONTRACT AWARD**

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region 8 Education Service Center has awarded a contract to **Mitchell Furniture Systems Inc.** for **Furniture**. This contract will be in effect from **5/26/2017** through **5/22/2020**. With automatic annual renewal at each 12 month anniversary for the next two 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 Sarah Bond, at [sarah.bond@tips-usa.com](mailto:sarah.bond@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 Whitley Allen at [whitley.allen@tips-usa.com](mailto:whitley.allen@tips-usa.com).

### **REPORTING OF SALES**

TIPS Sales **MUST** be reported on a **Monthly** schedule. TIPS will send an automated invoice of sales from submitted PO's every 90 days. SALES INFORMATION is REQUIRED with the submission check, a 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](mailto:accounting@tips-usa.com).

### **PROCESSING PURCHASE ORDERS**

Awarded Vendor **MUST** direct TIPS members to email all PO's to [tipspo@tips-usa.com](mailto: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.

## **DOING BUSINESS IN WEST VIRGINIA**

**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@tips-usa.com](mailto:karen.walton@tips-usa.com) for a West Virginia Contract. If you do not sign and mail this document, 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. The 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 products through TIPS to WV members.

### **VENDOR WEB PAGE REVIEW**

Go to [www.tips-usa.com](http://www.tips-usa.com) hover over “Contracts” and click on “All Contracts”. 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 [tips@tips-usa.com](mailto:tips@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 [tips@tips-usa.com](mailto:tips@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](http://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, click on the link email to complete the login setup.

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

You can also set up additional account users for your company.

### **To SET-UP ADDITIONAL USERS:**

Hover over “My Company” 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.

# CERTIFICATE OF AWARDED CONTRACT



Awards

**Mitchell Furniture Systems Inc.**  
for  
**Furniture**  
**Contract #170302**

## **Contract Effective Dates**

**Year One – 5/26/2017 thru 5/25/2018**

**Year Two – 5/25/2018 thru 5/24/2019**

**Year Three – 5/24/2019 thru 5/22/2020**

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