



THE INTERLOCAL PURCHASING SYSTEM

**4845 US Hwy 271N, Pittsburg, TX 75686 Tel 866.839.8477**

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February 27, 2014

Aries Building Systems, LLC  
Chris Brewer  
1919 Mueller Lane  
Troy, TX 76579

RE: TIPS VENDOR CONTRACT AWARD

Category – Emergency Shelters  
Contract Number - 1022714

Dear Awarded Vendor,

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region VIII Education Service Center has awarded a contract for Emergency Shelters under Contract Number 1022714 to Aries Building Systems, LLC. This contract will be in effect from 2/27/14 through 2/27/15. Contracts are renewable annually, if both parties agree, for up to 2 years before awards are rebid with the RFP process.

Please Note: 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 [kthompson@reg8.net](mailto:kthompson@reg8.net).

Awarded Vendor will receive a TIPS Sales Submission Report monthly that will need to be completed and returned to TIPS with the 2% of sales from TIPS 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 MUST direct TIPS members to FAX their PO's to TIPS @866-839-8472. TIPS 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 office to complete the validation process.

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

Individual Awarded Vendors must set up their own TIPS Login and Password. Here are the instructions:

1. Go to [www.tips-usa.com/admin/teamlogin.cfm](http://www.tips-usa.com/admin/teamlogin.cfm)
2. Click on TIPS ADMINISTRATIVE TEAM LOGIN.
3. Click on FORGOT YOUR PASSWORD?
4. Choose your company's name. Enter your name -name must match the Primary Contact's Name on the Awarded Vendor's Contract which is listed on the TIPS Website at [www.tips-usa.com](http://www.tips-usa.com) (Click on Members. Click on Contracts. Click on "All CONTRACTS". Scroll down alphabetically until you find your vendor name then click on it. There you will find listed the Primary Contact's Name and Email Address).
5. Enter Primary Contact's Email Address (must match Primary Contact's email address).
6. An email will be automatically sent to the Vendor Primary Contact's Email Address with a temporary password. After the password is received, Login to: [www.tips-usa.com/admin/teamlogin.cfm](http://www.tips-usa.com/admin/teamlogin.cfm) Enter:  
Username: This is the email address  
Password: Use the new password that was emailed to the primary contact.
7. After you have successfully logged in the first time, you can change your password. Instructions:  
Click on MY ACCOUNT – CHANGE PASSWORD. Then enter the Temporary Password – Enter the New Password – Then Verify the New Password – click on CHANGE IT.

Not all information can be changed by the vendor. If you are not able to update some information, notify the TIPS Office at [tips@reg8.net](mailto:tips@reg8.net) and request a vendor contract 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. These users will not have the ability to make changes to the vendor profile. But they will be able to access TIPS Membership Information which will assist them in identifying new members for sales transactions. To SET-UP ADDITIONAL USERS:  
Click on Authorized Users – Click on Add Users. Fill in the required fields of information then click ADD.  
NOTE: the only person who can set up additional users is the Primary Contact for the Vendor Contract.

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

Again, we congratulate and welcome you to TIPS. We look forward to promoting you as a TIPS 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 Cooperative Coordinator



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**RECOGNIZES**  
**Aries Building Systems, LLC**  
**As an Awarded Vendor For**  
**Emergency Shelters**  
**Contract #1022714**

**Effective Date through 2/27/14-2/27/17**

**Renewal Option Year 1 dates: 2/27/15-2/27/16**  
**Renewal Option Year 2 dates: 2/27/16-2/27/17**  
**Contract due to Publicly Rebid – December 2016**

(annual renewal of vendor contract for consecutive years will be based on sales and service during the contract period)

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



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