



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

April 23, 2015

Parsons Commercial Roofing  
JENNY PARSONS  
605 E. CENTRAL  
LORENA, TEXAS 76655

RE: TIPS VENDOR CONTRACT AWARD

Category – Trades, Labor and Materials  
Contract Number - 02042315

Dear Awarded Vendor,

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region VIII Education Service Center has awarded a contract for Trades, Labor and Materials under Contract Number 02042315 to Parsons Commercial Roofing. This contract will be in effect from 04/23/15 through 04/22/16.

The Trades, Labor and Materials contract is being managed by Mabe Enterprises, Inc. All inquiries about this contract should be sent to David Mabe:

(903) 243-4759 (mobile)

(866) 749-6674 (fax)

[david.mabe@tips-usa.com](mailto:david.mabe@tips-usa.com)

Awarded Vendor representatives should direct TIPS members to EMAIL their Purchase Orders to [TIPSP0@tips-usa.com](mailto:TIPSP0@tips-usa.com). The Purchase Order MUST reference contract number 02042315. A TIPS representative will validate the purchase order and forward to your company. Should you receive a purchase order directly from a member, EMAIL a copy to [TIPSP0@tips-usa.com](mailto:TIPSP0@tips-usa.com) to complete the validation process. It is the responsibility of the TIPS vendor to ensure that the TIPS member follows this process. I will be sending more information about the management services, purchase order memorandum of understanding, 2% billing process and R.S. Means training in the coming days.

To review your online profile go to [www.tips-usa.com](http://www.tips-usa.com) and click on "ALL CONTRACTS" at the top of the home page. The contracts are listed alpha by company name. Take a moment to review the information posted for your company. Notify David Mabe of any necessary changes.

If your company can serve members in West Virginia you must review, agree, sign and forward by US Mail, the following West Virginia Special Terms: [http://www.tips-usa.com/assets/documents/docs/WV\\_TERMS\\_2013.pdf](http://www.tips-usa.com/assets/documents/docs/WV_TERMS_2013.pdf)

If you do not sign and mail this document, then your company will not be allowed to provide construction services to any of the West Virginia Members through your TIPS Contract. The document must be mailed to the RESA-8 Office in West Virginia at 109 South College Street, Martinsburg, West Virginia 25401.

\*\* If your company has already signed the special terms document your Trades, Labor and Materials contract will be included on the TIPS website.

Awarded Vendors are given access to the TIPS/TAPS on-line database. This database includes:

- Accessing TIPS/TAPS logos for marketing
- Viewing or downloading a current Membership List in Excel format
- Copies of Authorization Letters from State Procurement Offices
- Other miscellaneous Items for Awarded Vendors

To access this database please follow these steps: (Primary Contact Only)

1. Go to [www.tips-usa.com](http://www.tips-usa.com)
2. Go to "VENDORS – VENDOR LOGIN"
3. Click on the "RECOVER PASSWORD HERE" link.
4. Enter your email address, confirm your email address and click on "SEND".
5. The system will send you an automated email with instructions to click on a change password link.

Once logged in you can change your company profile, add users and access other resources. You can create users for other members of your company by clicking on "MY ACCOUNT" ~ "AUTHORIZED USERS" ~ then click on "ADD USERS" at the top, left.

If we do not have a logo for your company please email it to me. Logo specifications:  
JPG format; 150 X 150 pixels; white or transparent background

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 (903) 243-4759 or by email at [david.mabe@tips-usa.com](mailto:david.mabe@tips-usa.com).

Sincerely,

*David Mabe*

TIPS National Coordinator

JOC and Trades, Labor and Materials Manager



RECOGNIZES

## **Parsons Commercial Roofing**

As an Awarded Vendor For

Trades, Labor and Materials  
Contract #02042315

Effective Date 04/23/15 through 04/22/16

**Dr. David Fitts**

Executive Director  
Region VIII ESC



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