



THE INTERLOCAL PURCHASING SYSTEM

4845 US Highway 271 North, Pittsburg, Texas 75686

July 25, 2013

Enterprise Fleet Management
1420 W. Mockingbird Lane #640
Dallas, Texas 75247

RE: TIPS VENDOR CONTRACT AWARD

Commodity Category – Fleet Leasing and Management Services
Contract Number - 02072513

Dear Awarded Vendor,

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region VIII Education Service Center has awarded a contract for Fleet Leasing and Management Services under Contract Number 01072513 to Enterprise Fleet Management. This contract will be in effect from 7/25/13 through 7/25/14. 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 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 commodity category. Email the request to add products or change pricing to kthompson@reg8.net.

Awarded Vendor will receive a TIPS Sales Submission Report bi-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 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.

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
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 (Click on Members. Click on Commodities/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 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 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.

Sincerely,

Kim Thompson

TIPS Cooperative Coordinator

Proposed list of Vehicles for Lease Pilot Program for Enterprise

Community Center 15 passenger Van or Similar

Eight (8) 15 passenger vans

Road and Bridge Dept.

Six (6) F-150

Two (2) F-250

One (1) F 350 DRW (Dooly)

Building Maintenance & Parks Dept.

Two (2) Cargo Vans

Two (3) Reg. Cab Pickup or F-150 pickup

Two (2) F-250 Pickup

Engineering/Utilities Dept.

Four (4) F-150 pickups

Two (2) F-250 pickup