

**CONTRACT: The Interlocal Purchasing System (TIPS)
Furniture, Furnishings, and Services
Contract: 210305
Contract Term: 05/22/2021 - 05/31/2026**

TIPS is a national purchasing cooperative that offers access to competitively procured purchasing contracts to its membership. TIPS is housed at and managed by the Region 8 Education Service Center located in Pittsburg, Texas. [Learn More About TIPS](#)

Serving States:

AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VA | WA | WI | WV | WY

Contract Pricing:

List Price Range	Discount %
\$0 - \$4,999.99	15%
\$5,000 - \$24,999.99	15%
\$25,000 - \$49,999.99	15%
\$50,000 and up	15%

*This is the minimum discount, resellers or dealers may provide steeper discounts

See page 2 for additional dealer instructions.





Reseller Purchase Order Processing Procedure

1. Before proceeding with a TIPS Reseller Purchase, confirm that the desired Reseller is an **Authorized Reseller** of the Awarded TIPS Vendor.
2. The TIPS Member must request a **TIPS Quote** from the **Reseller** which includes: **(1) the TIPS Contract Number; (2) the Awarded TIPS Vendor's name; (3) the Reseller's name;** and **(4) the Pricing** specified under the awarded TIPS Contract.
3. If the Member decides to proceed, the Member must submit the **TIPS Reseller Quote & a PO** payable to either Vendor or Reseller, **both referencing the TIPS Awarded Vendor & Contract Number**, to tipspo@tips-usa.com.
4. Please note that the PO submission email to tipspo@tips-usa.com is not seen by the Vendor/Reseller so **all vendor instructions must be included on the PO**.
5. **Reseller** will complete delivery/services and **Member payment** will be made to the **VENDOR**, *or Reseller in certain circumstances*, upon delivery/completion or per a mutually agreeable schedule set forth in the contract documents.
6. **VENDOR**, *or Reseller in certain circumstances*, will submit **Vendor Administrative Fee** to TIPS upon delivery/completion. Administrative fees are paid for products or services only. Taxes, shipping, and bonds are not included in the TIPS fee schedule.

In the event a **Member submits PO directly to Vendor**, it must be immediately forwarded to TIPS as "confirmation only" within **30 days** of the issue date.

Need Assistance? 866-839-8477

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