



**TIPS RFP 200301**

**Effective dates: 05/31/2020 - 05/31/2023**

**End User Discount**

48% off list (except BC, CE, & ST Series)  
Dealers are allowed to charge for design and installation services.

**Payment Terms**

Net 30

**Freight (cont)**

Otherwise, all shipping, freight or delivery changes shall be passed through to the TIPS Member at cost with no markup and said charges shall be agreed by the TIPS Member unless alternative shipping terms are agreed by TIPS as a result of the proposal award.

**Pricelist**

Please refer to the current commercial pricebook.

**Warranty**

Warranted for Lifetime / 12 / 7 year periods (varies by series). Every chair carries a "born-on" production label showing all pertinent information to support follow-up warranty claims. Please refer to current commercial pricebook.

**Lead Times**

7-10 days after receipt of orders (check with factory for volume orders).

**Who Can Purchase**

- K-12 school districts
- Charter Schools
- Colleges and Universities (State and Private)
- Cities / Municipalities
- Counties / Parishes
- State Agencies
- Emergency Services Districts
- Non-profit organization as defined by the Internal Revenue Service
- Other entities with legislated purchasing / bidding requirements

**PO Requirements**

PO's have to be entered into the TIPS site and not sent directly to OM. TIPS members must email their POs to the TIPS office at: tipspo@tips-usa.com.

Orders have to be confirmed within 3 business days.

PO must be made out to OM + C/O (DOR). OM needs a copy of the end user PO.

**Contract Details Portal**

[www.tips-usa.com/vendorProfile](http://www.tips-usa.com/vendorProfile)

**Freight**

F.O.B Destination within 48 Contiguous States and Washington D.C. Check with Factory for freight quotes going to Alaska, Hawaii, and Canada

All quotes to Members shall provide a line item for cost for freight or shipping regardless if there is a charge or not.

If no charge for freight or shipping, indicate by stating "No Charge", "\$0", "included in price" or other similar indication.

**om contact information**

<b>Primary Admin:</b> Ed Kuo	<b>Phone:</b> 909.392.5678	<b>Email:</b> gov@omseating.com
<b>Secondary Admin:</b> Matt McDonough	909.392.5678	matt@omseating.com
<b>Admin Fee Collector:</b> Linda Hsu	909.392.5678	linda@omseating.com

<b>Purchase Order Contact:</b> Ruth Villegas	<b>Phone:</b> 909.392.5678	<b>Email / Web:</b> cs@omseating.com
<b>Projects Contact:</b> 1. OM Local Factory Rep (primary)	909.392.5678	<a href="http://www.omseating.com/company/sales-rep-locator/">www.omseating.com/company/sales-rep-locator/</a>
2. Wilson Chow (as backup)	909.392.5678	wilson@omseating.com



## Reseller Purchase Order Processing Procedure

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- 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](mailto:tipspo@tips-usa.com).
- 4.** Please note that the PO submission email to [tipspo@tips-usa.com](mailto: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 upon delivery / completion or per a mutually agreeable schedule set forth in the contract documents.
- 6.** VENDOR 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.