



TIPS Contract #230301 Furniture, Furnishings, and Services  
Effective dates: 05/31/2023 - 05/31/2028

### End User Discount

48% off list  
Dealers are allowed to charge for design and installation services.

### Payment Terms

Net 30, paid to "Office Master, Inc."

### 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). Please refer to current commercial pricebook.

### Lead Times

7-10 business 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

TIPS Contract #230301 must be notated on all TIPS Purchase Orders issued to our official name, "Office Master, Inc".

It is critical to follow TIPS Purchase Order Processing Procedure on page 2 of this summary sheet (focusing mainly on #2 & #3). All purchase orders under this contract must also be emailed to the TIPS office for their records at: [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).

Orders have to be confirmed by servicing dealer back to TIPS member within 3 business days.

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

### Commission Earned

**Dealer Commission:** Commission earned for dealers will be the difference between dealer's everyday discount (plus freight if applicable) and the sold to price to the TIPS End-users (48% off List – Landed). A 2% administration fee will be deducted against commissions earned for any pass-thru installation and design fees.

### 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.

Per TIPS rules, 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.

### Contract Details Portal

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

### om contact information

Primary Admin: Ed Kuo	Phone: 909.392.5678	Email: <a href="mailto:gov@omseating.com">gov@omseating.com</a>
Secondary Admin: Matt McDonough	909.392.5678	<a href="mailto:matt@omseating.com">matt@omseating.com</a>
Admin Fee Collector: Maggie Zhou	909.392.5678	<a href="mailto:maggie@omseating.com">maggie@omseating.com</a>

Purchase Order Contact: Ed Kuo/Matt McDonough	Phone: 909.392.5678	Email / Web: <a href="mailto:cs@omseating.com">cs@omseating.com</a>
Projects Contact: 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 (Western Region) Bill Bierer (Eastern Region)	909.392.5678 480.363.4479	<a href="mailto:wilson@omseating.com">wilson@omseating.com</a> <a href="mailto:bill.bierer@omseating.com">bill.bierer@omseating.com</a>



## 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](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.