

# TIPS Cooperative Purchasing Program

**Contract 250303 - Furniture, Furnishings, and Services**



**Symbiote** is a recognized vendor through the TIPS Purchasing Cooperative, enabling public entities to access our products at discounted prices without the time and expense of a traditional bidding process.

TIPS (The Interlocal Purchasing System) is a national cooperative purchasing program available to public universities, colleges, K-12 schools, community colleges, city and county offices, and nonprofit organizations. While the TIPS contract is free to use, organizations must register and become members to participate. All members must adhere to their state's procurement laws and regulations.

Functioning similarly to a Group Purchasing Organization (GPO) or a mini-GSA, TIPS leverages collective purchasing power to provide volume discounts and bid protection. TIPS contracts meet State competitive bidding requirements, streamlining the procurement process for public entities by eliminating the need for independent bidding. Since TIPS is sponsored by the Texas Region 8 Education Service Center, a public agency, it is widely recognized and preferred by many organizations. Membership is free and grants access to prequalified, awarded vendors with competitive pricing.

TIPS Membership is open to many organizations, including:

- **Education:** Daycare centers, K-12 Schools, Charters, Tech/Trade Schools, Colleges, Universities, etc.
- **Non-profits:** Charities, Churches, Hospitals, Not-for-Profit Organizations, etc.
- **Local government:** Township, Parish, District, City, County, Native American Tribes, Water Authority, etc.
- **State government:** Agencies and other legislated entities with purchasing or bidding requirements
- **Federal government:** Agencies and the military may purchase via TIPS, outside of the GSA system.

## Key Facts :

- 20% off Symbiote's published Commercial Price List
- Effective: **May 2025 – May 2030**
- Prices are only for Product; Freight and Installation are not included
- Prices are FOB factory in Zeeland, MI.
- Prepaid freight available, ask for quote.
- All Purchase Orders must clearly note:  
**Contract # 250303**
- Email all POs to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com)



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TIPS awards contracts based on quality, verified references, and pricing. Each Request for Proposal (RFP) is publicly issued and advertised, with sealed responses carefully reviewed and evaluated before awarding contracts. TIPS negotiates guaranteed prices with its vendors to ensure competitive and consistent pricing. Additionally, TIPS provides:

- A simple process for buyers to submit orders via email at [TIPSPO@tips-usa.com](mailto:TIPSPO@tips-usa.com)
- Staff assistance to review orders for accuracy and clarity
- Email confirmation of purchase orders, including a link to print a letter of authorization

## Symbiote's TIPS offering

- Includes all standard and alternative products with a single-tier End User Discount of 20% off the published Commercial Price List.
- Special and custom products are quoted individually but receive the same discount.
- Standard Terms & Conditions apply with an approved credit application. First-time buyers must complete Symbiote's credit application before PO acceptance.
- Prepaid Freight Service is available upon request and must be listed as a separate line item on the quote, PO, and invoice.
- For large projects, contact the Sales Manager to discuss an additional discount.
- Dealer-contracted Design and Installation Services are quoted separately by the Dealer and are not included in the TIPS discount.



[facebook.com/SymbioteFurniture](https://facebook.com/SymbioteFurniture)  
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[pinterest.com/symbioteinc](https://pinterest.com/symbioteinc)

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## Access to TIPS

- **Become a TIPS Member** – Register at <https://www.tips-usa.com/membership.cfm>
- **Request a Quote** – Obtain a quote through the TIPS portal or directly from a Symbiote dealer, specifying that the purchase will be made via TIPS. The quote will include TIPS pricing and the contract number.
- **Dealer Requirements** – Symbiote must list the Dealer with TIPS as an approved Reseller.
- **Placing Orders** – Submit all purchase orders through email to: [TIPSPO@tips-usa.com](mailto:TIPSPO@tips-usa.com), and include the contract number, **250303**.
- **Shipping Terms** – Orders are shipped **FOB Zeeland, MI.**, unless otherwise quoted.
- **Nationwide Availability** – The TIPS contract is valid in all states. However, online membership registration is unavailable for entities in Arizona and Texas.
- **Assistance** – For registration support, contact TIPS at **(866) 839-8477**.

## Symbiote Contacts:

Sales: [Sales@symbiote.com](mailto:Sales@symbiote.com)

Design & RFQ: [Design@symbiote.com](mailto:Design@symbiote.com)

PO & Service: [ProjectOperations@symbiote.com](mailto:ProjectOperations@symbiote.com)

