

TIPS Co-op Purchasing Program

Contract 230301- Furniture, Furnishings, and Services



Symbiote is now an Awarded Vendor through the TIPS Purchasing Cooperative and is qualified to offer public entities our products at discounted pricing without the delay & expense of going out to bid.

TIPS, (The Interlocal Purchasing System) is a nationally recognized purchasing cooperative. It is a procurement system (like a GPO or a mini-GSA) serving public entities and non-profits. The cooperative is a competitive bid awarded system, meaning when a public entity recognizes it they do not need to go out to bid as that has been completed as part of this contract award. Likewise, public entities usually prefer publicly sponsored contracts.

TIPS is sponsored by the Texas Region 8 Education Service Center, a public agency. Membership in TIPS is free and qualifies members to enjoy price discounts from prequalified, awarded vendors.

TIPS Membership is open to many organizations, including:

- **Education:** Daycare centers, K-12 Schools, Charters, Colleges, Universities (Private & Public), etc.
- **Non-profits:** Charities, Churches, Hospitals, 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 of this TIPS Contract:

- End User discount is 28% off Symbiote's Commercial Price List.
- Prices are only for Product – Installation is not included.
- Prices are FOB factory in Zeeland, MI.
- Symbiote pays Dealers a 10% Service Fee.
- All Purchase Orders must clearly note:
Contract # 230301.
- Email all POs to tipspo@tips-usa.com



TIPS-USA Contacts:

www.tips-usa.com

Register to become a TIPS member (free)

<https://www.tips-usa.com/membership.cfm>

Symbiote Contacts:

Sales: Sales@symbiote.com

Design & RFQ: Design@symbiote.com

POs & Service: ProjectOperations@symbiote.com

SYMBIOTE®

300 N Centennial St, Zeeland, MI 49464

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www.symbiote.com

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Symbiote's TIPS offering.

- Includes all standard, non-standard, special, and custom offerings. Single-tier End User Discount of 28% off Symbiote's published Commercial Price List.
- Special/Custom products will be priced on a per-quote basis with the same discount.
- Normal Terms & Conditions with an approved credit application. First-time buyers will need to complete the Symbiote credit application before PO acceptance.
- Pre-paid Freight Service is available on request – included as a separate line item on the quote.
- For large projects, contact the Sales Manager for additional discount negotiation.
- Dealer-contracted Design and Installation Services are quoted separately by the Dealer and are not covered by the TIPS discount.

Access to TIPS.

- To become a TIPS member – register at <https://www.tips-usa.com/membership.cfm>
- Request a quote via the TIPS portal or directly from Symbiote (referencing that you want to buy via TIPS). The quote will reflect TIPS prices and the TIPS contract number.
- Dealers are required to be listed with TIPS as a Symbiote Reseller.



Quotes:

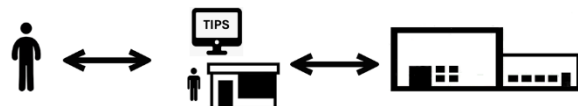
1. End User registers with TIPS online to become a Member (free.)
2. Member requests Quote via TIPS portal or directly with Symbiote.
3. Symbiote sends quote to Member, copy to TIPS.
4. Symbiote sends credit application to Member.

Purchases:

1. Member completes credit application.
2. Member sends PO to TIPS and must clearly note "**Symbiote TIPS Contract 230301**" on the PO.
3. TIPS forwards the PO to Symbiote.
4. Symbiote acknowledges PO to Member.
5. Symbiote manufactures and ships product to Member. (Installation is not included.)

Payments:

1. Symbiote invoices Member directly when the product ships.
2. Member pays 100% to Symbiote.
3. Symbiote pays the Admin Fee to TIPS.



Quotes:

1. End User engages with Rep/Dealer.
2. Rep/Dealer contacts Symbiote.
3. Symbiote adds Dealer to our TIPS Reseller Network.
4. End User registers with TIPS online to become a Member (free.)
5. Member and Rep/Dealer review product and service needs.
6. Dealer sends RFQ to Symbiote for design/product quote.
7. Symbiote quotes Dealer, including "**Symbiote TIPS Contract 230301**" on the quote.
8. Rep/Dealer passes Symbiote's quote to Member, clearly noting "**Symbiote TIPS Contract 230301**" on the quote.
9. Dealer must clearly note on the quote "Installation is not included as part of the product price." and "Installation service is not covered under the TIPS Contract discount".

Purchases:

1. Member sends PO to Rep/Dealer, noting "**Symbiote TIPS Contract 230301**".
2. Rep/Dealer forwards PO to Symbiote, copy to TIPS along with a completed copy of the TIPS Reseller Sales Form.
3. Symbiote acknowledges PO to Rep/Dealer.
4. Rep/Dealer confirms acknowledgement with Member.
5. Symbiote manufactures and ships to Rep/Dealer/Member.

Payments:

1. Symbiote invoices Member when product ships.
2. Member pays 100% to Symbiote.
3. Symbiote pays a 10% Service Fee to the Dealer.
4. Symbiote pays Admin Fee to TIPS.

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