



TIPS Contract Dealer Reference Guide

Contract No: 240301

Vendor No: 4870 – Nevins Furniture LLC

Nevins has been awarded a direct contract with TIPS (The Interlocal Purchasing System) as a source of supply for all member agencies. This agreement is available for use by all states, counties, cities, schools, colleges, universities and other government entities in all 50 states, if permitted by the jurisdictions of the government entities. As an Awarded Vendor, Nevins offers TIPS Members the opportunity to purchase products at discounted pricing without the delay and expense of going out to bid. Through the TIPS program, Nevins is able to save agencies both time and money, while delivering product promises.

Name: Furniture, Furnishings and Services

Effective dates: May 23, 2024 to May 31, 2029

DISCOUNTS:

Product	End- User Discount
All Nevins Products	49.0%

FRIEGHT TERMS/ DELIVERY:

All quotes to members shall provide a line item for cost for freight, which will be our standard freight terms.

Standard lead-times shall apply. Customers may ask for expedited delivery, or delay of delivery. Nevins Customer Service shall be contacted to coordinate these requests on a case-by case basis.

SERVICES:

Installation services are available on a project-by-project basis. This shall be quoted by the authorized participating dealer.

DEALER GUIDELINES

1. Before proceeding with a TIPS Reseller purchase, confirm that the desired Reseller is listed as an Authorized Reseller under the "RESELLER" tab of TIPS Vendor's profile on TIPS website.
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 with the purchase, the Member should identify whether the Vendor is an "Automated Vendor" by checking the list of "Automated Vendors" located online at www.tips-usa.com/automatedvendors.cfm. If so, please send the PO and TIPS Quote directly to the Automated Vendor to complete the TIPS purchase. The Automated Vendor is responsible for forwarding PO to their authorized Reseller if necessary.
4. If the Vendor is not an "Automated Vendor", and Member desires to issue the purchase through TIPS, the Member should submit their PO (payable to either Vendor or Reseller) and the TIPS Reseller Quote, both referencing the TIPS Contract Number, merged into one PDF (1) document to tipspo@tips-usa.com. Note: Sending both documents merged into one PDF attachment expedites the process.
5. PO will be verified for contract compliance and forwarded to the TIPS Awarded Vendor. The Vendor is responsible for forwarding PO to their authorized Reseller if necessary.
6. If the Member elects to send a PO directly to Reseller, the Reseller must forward the TIPS Member PO, Reseller Quote and completed "Reseller Form for TIPS Sale" to tipspo@tips-usa.com. Documents must be sent within 30 days of the PO issue date. A copy of the Member's PO and Reseller's quote will be forwarded to TIPS Awarded Vendor.

*Important Things to Note:

1. Please note that emails sent to tipspo@tips-usa.com are not seen by the Vendor/Reseller so all vendor instructions must be included on the PO.
2. Admin Fees are based on the amount invoiced and paid by the TIPS Member. Vendor administrative fees are paid for products or services only. Fees are not assessed for shipping, bond cost, or any taxes that may be applicable.

NEVINS CONTACT INFORMATION:

AGENCIES AND DEALERS MAY CONTACT NEVINS CUSTOMER SERVICE AT:

Phone: 800-231-2744

Email: quotes@nevins.co



Further contract information can be found at <https://tips-usa.com/Nevins.cfm>