

# TIPS PROGRAM

## The Interlocal Purchasing System



## AWARDED VENDOR

Newly Awarded Vendor Agreement between the TIPS (The Interlocal Purchasing System) Purchasing Cooperative and Formaspace Contract speeds up the procurement process for school districts, government agencies, and non-profit organizations seeking to reconfigure furniture layouts due to Covid-19 health concerns.

Through the TIPS Program, Formaspace is able to save agencies both time and money on standard and custom built products.

### Vendor Contract #200301 (Furniture, Furnishings, and Services)



Covid-19 Response Products



Desks & Tables



Lab Furniture



Conference Tables



Communication Boards



Custom Furniture



Partitions



Makerspace



Hospitality Furniture



Outdoor Furniture



Contact your local Rep.



Contact Formaspace

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## Program Information and Instructions

The Interlocal Purchasing System (TIPS) is a national purchasing cooperative that offers access to competitively procured purchasing contracts to its membership. TIPS is housed at and managed by the Region 8 Education Service Center located in Pittsburg, Texas.

### **Vendor Contract #200301 (Furniture, Furnishings, and Services)**

#### **Who should participate?**

- K-12 School Districts
- Charter Schools
- Cities / Municipalities
- Counties / Parishes
- Churches
- State Agencies
- Charitable Organizations
- Emergency Services Districts
- Colleges and Universities (Private & State)
- Other Entities with legislated purchasing / bidding requirements
- Private Schools / Daycares Centers

#### **How do I access the TIPS-USA / Formaspace contract?**

- Register for FREE with TIPS
- Copy and Paste into Browser: <https://www.tips-usa.com/membershipconditions.cfm>
- Read T&C's as you pull the slide bar on right down to the bottom of the page
- Once at bottom of page, Change of Contract Venue option appears
- Choose N for no. State of Texas will be the venue of choice
- Choose Y for yes\*
- Click ACCEPT Terms and Conditions button at bottom of page
- If you chose Yes (#6 above), you may enter your County and State at the bottom of the page after you click Accept T&C button

#### **After working with your FORMASPACE sales representative:**

- Prepare a PO (made payable to FORMASPACE Include the TIPS Contract # on the PO.  
**#200301 Furniture, Furnishings and Services**)
- Email PO to [TIPSPO@TIPS-USA.COM](mailto:TIPSPO@TIPS-USA.COM)
- Sender will receive confirmation email when PO has been processed by TIPS to Formaspace. Payment should be made to FORMASPACE after product is received and invoiced

**Need assistance? Call TIPS at 866-839-8477**