



## TIPS Contract Summary

MergeWorks has been awarded a direct contract with TIPS (The Interlocal Purchasing System) and Texas Region 8 Education Service Center as a source of supply for Furniture. This agreement is available for use by all schools, colleges, universities, cities, counties and other government entities in all 50 states, if permitted by the jurisdictions of the governmental entities.

Contract #: 230301 Furniture, Furnishings & Services	Effective: May 22, 2020	Expires: May 31, 2028
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### Products:

All MergeWorks products are available on this contract.

### Discounts / Price Lists / Dealer Fees:

Product	End-User Discount
All MergeWorks Products	48%

Prices shall be as stated on our website at the time of PO placement.

### Freight Terms / Delivery:

Freight terms will be as stated on our website at the time of PO placement. Standard lead-times shall apply.

### Services:

Per TIPS rules, the dealer may quote design services on a project-by-project basis, at a rate of up to \$75.00 per hour and installation services not to exceed 30% of the net sales price. This service may require union rates and labor.

Design and installation services are between the Dealer and end user, and therefore must be on a separate PO. MergeWorks cannot collect and remit design or installation charges to the dealer.

### Payments:

Payment terms are Net 30 Days. Prepayment may be required depending upon credit terms of the authorized dealer and/or size of the project.

### Warranty:

MergeWorks standard warranty shall apply. The warranty may be found on our website.

### MergeWorks Contact Information:

Dealers may contact MergeWorks Customer Service at:

Phone: 800-597-1195

Email: [orders@mergeworks.com](mailto:orders@mergeworks.com)

**MERGEWORKS**

1732 Universal Blvd, Ste 101, Universal City, TX 78148  
Phone: 210-988-1336 Toll Free: 800-597-1195 Fax: 888-472-3375  
[mergeworks.com](http://mergeworks.com)



Further contract information may be found at TIPS website: <https://www.tips-usa.com>

### How to Place a TIPS Order:

1. The end user must be a TIPS member. To become a member, they can go to <https://tips-usa.com> and follow the links for "To Become a Member".
2. The MW authorized dealer will issue a quote to the member/end user. The quote must be at the 48% discount to list and may include any necessary Services, within the limits stated above. List prices will be as per the current price sheet on our website.
3. The quote MUST contain the following: **"(insert dealer's name), as reseller of MergeWorks TIPS contract #230301"**
4. If the member/end user desires to purchase the product, they will issue a PO to the MW authorized dealer for the quoted price plus services, if applicable.
5. The dealer, in turn, creates a PO to MergeWorks at the net price quoted, LESS 10% of the net (which is the dealer's fee). Include on the PO that this is a TIPS order.
6. When completed, the dealer scans and uploads both PO's and the quote to TIPS for processing at [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). **Submissions without both PO's and the quote will be rejected by TIPS.**
7. TIPS will, in turn, send the PO's to MergeWorks within 24 hours.
8. Purchase orders can only be received from a MergeWorks authorized dealer.
9. In the event of discrepancies or mistakes on the end user's PO, the entire process will need to be repeated and resubmitted to TIPS per step 6 above. Please verify you have all the correct information and pricing prior to submitting the PO's to TIPS. If there is an error on the dealer's PO, that will need to be corrected and returned to MergeWorks but will not have to go back through TIPS.

### EXAMPLE:

1. San Antonio Library wants to purchase a \$100 List product.
2. They receive a quote from a local dealer for \$100 List and \$52 NET, plus a \$15 delivery fee (can not exceed 30% of NET pricing). **Quote references "(insert dealer's name), as reseller of MergeWorks TIPS contract #200301"**
3. SA Library issues a PO to dealer and includes **"(insert dealer's name), as reseller of MergeWorks TIPS contract #200301"**
4. Dealer issues PO to MW at \$46.80 (the NET price less 10%).
5. Dealer submits all 3 items: quote (#2 above), PO (# 3 above) and PO to MW (# 4 above) to TIPS for processing.
6. TIPS submits the package of PO's to MergeWorks. MW process the PO and completes the sales order process as usual.

**MERGEWORKS**