

TIPS Contract

*Contract #: 220303 – Furniture, Furnishings & Services
Effective Dates: May 19, 2022 – May 31, 2027*

SCOPE OF CONTRACT

Palmer Hamilton LLC is an awarded supplier under TIPS Contract 220303 – Furniture, Furnishings & Services, providing comprehensive solutions for educational, municipal, and commercial environments.

This competitively awarded national cooperative contract allows public entities, nonprofits, and educational institutions to purchase directly from Palmer Hamilton without issuing a separate bid.

Categories include:

- Panel and desk systems
- Modular and collaborative furniture
- Seating and lounge furniture
- Storage, wall, and divider systems
- Booths, benches, and tables (mobile and fixed)
- Outdoor site furnishings
- Décor, accessories, and artwork
- Design and installation services

Palmer Hamilton serves all 50 U.S. states, D.C., and Puerto Rico, offering turnkey design, manufacturing, delivery, and installation services

PRICING & DISCOUNTS

- Discount: 40% off list (minimum discount, contract-wide)
- Price List: 0525 No Service Kits (updated as needed)
- Tariffs / Surcharges: Allowed with official documentation and TIPS approval
- Delivery: Freight not included – separate line item required
- Installation / Décor / Paint: Quoted separately (must be inflated by 40% before applying discount, per bid requirement)
- Open Market Items: Allowed (no discount applied)
- Minimum Order: None
- Payment Terms: Net 30 Days

ORDERING & INVOICING

All Purchase Orders must include:

- TIPS Member Number
- Contract Quote Number
- Palmer Hamilton Contract Number: 220303

Purchase Order Must Be Issued To:

Palmer Hamilton LLC
143 S. Jackson Street
Elkhorn, WI 53121

QUICK DEALER CHECKLIST

- ✓ All purchase orders must be issued to Palmer Hamilton LLC
- ✓ PO must include TIPS Member Number, Quote Number, and Contract Number
- ✓ Freight, installation, décor, and paint must be separate line items
- ✓ Tariffs/surcharges require TIPS approval and must appear separately (even if \$0)
- ✓ Open Market Items must be labeled as non-contract
- ✓ No authorized dealers. All orders flow through Palmer Hamilton
- ✓ Report all sales within 3 business days of order acceptance.

KEY TERMS & EXCLUSIONS

- New Products Only
- FOB Destination: Freight must be a separate line item; delivery to member address listed on PO.
- Quoted Separately: Installation, décor, and paint must be separate line items and inflated by 40% before applying discount.
- Pricing: Updates allowed at anytime with TIPS documentation. No minimum order.
- PO Requirements: Must include Contract #220303, Member #, and Quote #. PO + Quote combined in one PDF emailed to tipspo@tips-usa.com (one PO per email).
- Dealers: No authorized dealers. All orders must be issued to Palmer Hamilton LLC.
- Exclusions: Labor-only, consumables, or unrelated equipment not covered. Open Market items allowed but non-discounted. Tariffs/surcharges need TIPS approval.
- Warranty>Returns: Standard Palmer Hamilton warranty applies; restocking fees apply if not vendor error.

CONTRACT CONTACTS

Palmer Hamilton Contract Manager:

Pamela Gannon | contracts@palmerhamilton.com | 800-788-1028 ext. 919

TIPS Contact:

Karen Walton Purchase Order Compliance | Karen.Walton@tips-usa.com