

## 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.

### PRICING & DISCOUNTS

- Discount: 40% off list (minimum discount, contract-wide)
- 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)
- Minimum Order: None
- Payment Terms: Net 30 Days

### ORDERING & INVOICING

All Purchase Orders must include:

- TIPS Member Number

- TIPS Contract #220303
- Palmer Hamilton Contract Quote Number

Purchase Order Must Be Issued To:  
Palmer Hamilton LLC  
143 S. Jackson Street  
Elkhorn, WI 53121

Signed contract quotations are required prior to order processing.

Dealers: No authorized dealers. All orders must be issued to Palmer Hamilton LLC.

## QUOTE REQUIREMENTS

Palmer Hamilton issued quotations serve as the official contract pricing documents. Purchase orders should reference the applicable Palmer Hamilton quote number to ensure pricing accuracy, scope alignment, and efficient order processing.

## 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)
- ✓ No authorized dealers. All orders flow through Palmer Hamilton

## KEY TERMS & EXCLUSIONS

- Products must be new and current models unless otherwise noted
- Delivery: Freight not included – separate line item required
- Installation, décor, paint, and related services may be quoted separately
- Pricing updates permitted in accordance with TIPS requirements
- Standard Palmer Hamilton warranty applies
- Restocking or return charges may apply when not due to vendor error
- Warranty>Returns: Standard Palmer Hamilton warranty applies; restocking fees apply if not vendor error.

## CONTRACT CONTACTS

Palmer Hamilton Contracts Manager:  
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TIPS Contact:  
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