



**SP-20-0120: Furniture, Furnishings, & Services**

|  |   |
|--|---|
| <b>Current Effective Dates: January 1, 2021 – May 31, 2023</b><br><b>Potential Final Expiration Date: May 31, 2024</b> |   |
| Contract Administrator   | Office of State Procurement<br>Julia Shackelford<br>Phone: 501-371-6079<br>Email: <a href="mailto:julia.shackelford@dfa.arkansas.gov">julia.shackelford@dfa.arkansas.gov</a>  |
| Mandatory Status   | Non-Mandatory   |
| Certified Minority Vendor Status   | Yes – Office Equipment Center of America, Inc dba LaHarpe's Office Furniture. AEDC Certified Minority and/or Women-Owned Business Owner   |
| AASIS Outline Agreement Number   | Multiple  |
| <b>Vendor Information</b>  |   |
| Multiple Vendors   | TSS State Furniture Contracts web site:<br><a href="#">Furniture - Arkansas Department of Transformation and Shared Services</a>  |
| <b>Cooperative Information</b>   |   |
| TIPS USA website   | <a href="https://www.tips-usa.com/Vendorsbycontracts.cfm?ctxcont=200301&amp;&amp;Comodity=Furniture,%20Furnishings%20and%20Services">https://www.tips-usa.com/Vendorsbycontracts.cfm?ctxcont=200301&amp;&amp;Comodity=Furniture,%20Furnishings%20and%20Services</a> |

**CONTRACT OVERVIEW**

This is a Non-Mandatory contract to purchase Furniture, Furnishings & Services with options for delivery and installation. This is a Cooperative contract with TIPS USA/State of Texas.

**PERMISSIVE USERS**

- State Agencies
- Public Schools
- Political Subdivisions
- Higher Education Institutions



## Department of Transformation and Shared Services

Governor Asa Hutchinson  
Secretary Amy Fecher  
Director Edward Armstrong

### AGENCY INSTRUCTIONS

1. Agencies have the option of utilizing any of the awarded manufacturers and/or authorized dealers that best meets their needs.
2. The ordering entity will issue a Purchase Order to the desired manufacturer or authorized reseller by adopting the appropriate Outline Agreement (OA) number.
3. Reference TIPS USA contract #200301 on all orders.
4. If the manufacturer has authorized their reseller to receive orders and payment, refer to the document titled "Agency Instructions for Partnering Contractor and Supplier."
5. State agencies under the jurisdiction of the Division of Building Authority (DBA) must call (501) 682-1833 to ensure adherence to all bidding laws and rules for all capital improvements projects valued at more than \$35,000.00 and adherence to design professionals' laws and rules for projects valued at more than \$25,000 (licensed Engineers) and valued more than \$100,000 (licensed Architects). Failure to adhere to laws and rules exposes your agency to litigation/audit exceptions.

### AWARDED COMMODITIES AND SERVICES INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

- Cafeteria/Dining: chairs & tables
- Dorm/Hospitality: beds, bunkbeds, desk, wardrobes, storage units
- Filing: lateral & vertical filing cabinets, moveable isle & rotary filing systems, high density shelving
- Freestanding Casegoods: executive, secretarial, and reception desk, wood & metal shelving, conference tables, training tables
- Library: charging desks, study carrels, shelving, book carts, tables & chairs
- Lounge/Receptionist: accessories, chairs, couches, side tables, end tables
- School: administrative, teacher, and student desks, science lab furniture & casework, seating, activity tables, lockers
- Seating: office chairs, task & ergonomic chairs, high-back management chairs, auditorium & stadium seating, stacking chairs
- Modular Systems: freestanding modular desks, frame & tile systems, panel systems, full height modular walls
- Technology Support: desk, keyboard trays & drawers, task and lights, monitor support arms
- Delivery
- Installation

### CONTRACT DOCUMENTS

Authorized Resellers  
Agency Instructions for Partnering Contractor and Supplier  
RFP #200301