



TIPS USA #230301 FURNITURE, FURNISHINGS, AND SERVICES Contract Overview

Current Effective Dates: July 1, 2023 through May 31, 2028	
Contract Administrator	TSS Office of State Procurement Julia Shackelford Phone: 501-371-6079 Email: julia.shackelford@arkansas.gov
Mandatory Status	Non-Mandatory
Vendor Information	
Arkansas Certified Minority Vendor Status	Office Equipment Center of America dba LaHarpe's Office Furniture, Inc.
AASIS Outline Agreement Numbers and ARBuy MBPO Numbers	Multiple-Refer to the document "Contract Information and Agency Guidelines"
TSS OSP Furniture Website	Furniture, Furnishings, & Services - Arkansas Department of Transformation and Shared Services

SCOPE OF THE CONTRACT: This is a Non-Mandatory contract for Furniture, Furnishings, and Services with options for delivery and installation. This is a Cooperative contract with The Interlocal Purchasing System (TIPS)/Region 8 Education Service Center (ESC) and specific vendors listed on the OSP website.

PERMISSIVE USERS: All eligible purchasers within the State of Arkansas including State agencies, educational institutions, local public procurement units, and political subdivisions are authorized to utilize the commodities and services offered under the terms and conditions of the contract.

AGENCY INSTRUCTIONS

1. Agencies have the option of utilizing any of the awarded vendors listed on the OSP website that best meets their needs.
2. Authorized resellers can provide quotes only from those manufacturing company(s) they represent and are listed on the OSP Furniture website.
3. Issue a Purchase Order (PO) to the desired manufacturer or authorize reseller that is listed on the OSP website. Adopt the correct AASIS Outline Agreement number into the PO.

4. Reference TIPS contract #230301 on all orders.
5. If the manufacturer has authorized their reseller to receive orders and payment, refer to the document titled "Agency Instructions for Partnering Contractor and Supplier."
6. There are no minimum or maximum ordering requirements.
7. State agencies under the jurisdiction of the TSS 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.
8. Construction & Installation Services: Eligible customer may determine if they want to use installation, site work and/or repair services as part of this agreement through an authorized service provider. The dealer must meet all the requirements given by the manufacturer for installation and/or services. Before services are performed the eligible customer will submit a detailed scope of work for the services requested. After reviewing the scope of work, the authorized dealer must provide a quote to the eligible customer detailing all costs. The eligible customer must approve cost and timeline before any services are provided. Charges for services are not to exceed 10% of the cost of the equipment being installed.
9. If the purchases for services are expected to exceed the \$50,000 threshold required for legislative review, State Agencies must create an Outline Agreement (OA) in AASIS referencing the appropriate OA number.
10. State Agencies are responsible for obtaining the necessary reviews and approvals for all Outline Agreements, including but not limited to legislative review, reporting, and for entry into the TGS/PCS Portal.
11. If the Agency does not use AASIS as their purchasing system, use the Agency's standard operating procedure for creating Purchase Orders.

TGS/PCS Portal	
≥ \$25,000 to < \$50,000	Reported
≥ \$50,000	Reviewed

EXAMPLES OF AWARDED COMMODITIES AND SERVICES INCLUDE

- 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.
- Design Services.
- Delivery
- Installation.