

# TIPS The Interlocal Purchasing System

**Contract #:** 260301

**Contract Title:** Furniture, Furnishings, and Services

**Contract Term:** 05/20/2026 - 05/31/2031 with option to renew for one additional year

## **Awarded Vendor Information**

**Vendor:** mediatechnologies, LLC

**Address:** 892 Industrial Park Drive, Shelby, MI 49455

**Website:** [www.mediatechnologies.com](http://www.mediatechnologies.com)

TIPS Vendor Profile and Due Diligence Contract Documents:

<https://www.tips-usa.com/contracts/vendors/E1349D2796D9147BD939F08428583E51>

## **Primary Contact**

**Mickey Lay**

P: 478-550-2285

E: [mlay@mediatechnologies.com](mailto:mlay@mediatechnologies.com)

## **Eligible Users**

- All TIPS Members are eligible to use this contract. Any Education, Government, or Non-Profit Agency can become a TIPS Member.
- How to become a TIPS Member? Begin the fast and free membership process here: <https://www.tips-usa.com/membership/become>

## **Purchase Order Process for TIPS Members:**

- Please review attached “TIPS PO Process for Reseller”
- Note: mediatechnologies is NOT an Automated Vendor.

## **Authorized Dealers:**

- Listing of authorized dealers is available by selecting the button titled “Resellers” on manufacturer’S TIPS landing page: <https://www.tips-usa.com/contracts/vendors/E1349D2796D9147BD939F08428583E51>.
- Only approved authorized dealers listed on the TIPS contract may process sales under the contract.
- Dealers may be added to the contract at any time. If you would like to be added as an authorized dealer, please reach out to contact listed above.
- For additional dealer instructions, please review attached “Reseller Process Guide for TIPS Sale.  
*Note: mediatechnologies is NOT an Automated Vendor.*

## **Pricing Information**

**Price List:** 2026 Master Price List

**Discount off Price List:** 44%

### **Notes:**

- Dealer has option to offer deeper discounting to customer at time of quote.
- Please see attached “Additional Services Pricing”

Continued on next page

892 Industrial Park Dr. • Shelby, MI 49455  
Phone: 231.861.2194 • Fax: 231.861.8868  
[www.mediatechnologies.com](http://www.mediatechnologies.com)  
[sales@mediatechnologies.com](mailto:sales@mediatechnologies.com)

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## Additional Services Pricing

TIPS requires the 44% discount to be extended to some of the services as noted below. For those applicable services in the chart below, you will see a list price, 44% discount applied, and the resulting net price to TIPS Members. All pricing is “not to exceed.” Dealers have option to offer deeper discounting (i.e. a lower net cost) to customer at time of quote.

Service Name	Service Description	Unit	List Price (Not to Exceed)	% Discount	TIPS Extended Price (Not to Exceed)
Design and Space Planning Services	Design and Space Planning	Per Person/Per Hour	\$267.87	44%	\$150.00
Freight/Delivery	Delivery from mediatechnologies manufacturing facility to customer	Per Delivery/Per Site	Not to exceed 53.58% of product cost (list price with applied discount), with \$892.86 minimum per delivery	44%	Not to exceed 30% of product cost (list price with applied discount), with \$500 minimum per delivery
Installation: Standard	Standard installation during normal business hours	Per Person/Per Hour	\$267.87 per person/per hour, with minimum \$893/trip	44%	\$150.00 per person/per hour, with minimum \$500/trip
Installation: Prevailing Wage	Prevailing wage installation during normal business hours	Per Person/Per Hour	\$348.22 per person/per hour, with minimum \$893/trip	44%	\$195.00 per person/per hour, with minimum \$500/trip
Installation: Nights & Weekends	Standard installation during nights, weekends, and holidays (prior approval required)	Per Person/Per Hour	\$401.79 per person/per hour, with minimum \$893/trip	44%	\$225.00 per person/per hour, with minimum \$500/trip
Warehousing	Warehousing of furniture products prior to delivery	Per Day (if desired over 30 days)	FREE for 30 days. Billed at 0.178% of net per day after 30 days.	44%	FREE for 30 days. Billed at 0.1% of net per day after 30 days.
Bonding	Performance and payment bonds	Per Bond	6.00%	44%	3.36%
Mileage	Travel by Car to installation location	Per Person/Per Mile	GSA allowable rate at the time of service. See <a href="https://www.perdiem101.com/mileage">https://www.perdiem101.com/mileage</a>	N/A	GSA allowable rate at the time of service. See <a href="https://www.perdiem101.com/mileage">https://www.perdiem101.com/mileage</a>
Travel	Travel to installation location	Per Person/Per Hour	80% of regular hours Installation Charge	44%	44.8% of regular hours Installation Charge
Flights	Travel by Flight to Installation	Per Person	Actual Cost of Flight	N/A	Actual Cost of Flight

Disclaimer: This document is a general summary sheet and is not intended to replace or supersede the contract to which it refers. For complete information, please contact the vendor contact listed above.

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## TIPS Member PO Process for Reseller

1. Before proceeding with a TIPS Reseller purchase, confirm that the desired Reseller is listed as an **Authorized Reseller** on the “RESELLER” tab of TIPS Vendor’s profile on TIPS website.
2. The TIPS Member must request a **TIPS Quote** from the **Reseller** which includes: **(1) the TIPS Contract Number; (2) the Awarded TIPS Vendor’s name; (3) the Reseller’s name; and (4) the Pricing** specified under the awarded TIPS Contract.
3. Member should **submit their PO** (*payable to either Vendor or Reseller*) and the **TIPS Reseller Quote** (merged into one PDF attachment), **both referencing the TIPS Contract Number** to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). **NOTE:** If you use a **Reseller for a TIPS Automated Vendor**, disregard steps 3 - 5. Go straight to step 6 below.
4. PO and quote will be verified for contract compliance and forwarded to the **TIPS Awarded Vendor**. The **Vendor is responsible for forwarding PO to their authorized Reseller** if necessary. The **TIPS Member** will receive a compliance letter for their files. **NOTE:** If you wish to receive a compliance letter, **do not** copy the reseller or vendor when you email your PO and quote to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).
5. If you elect to send a PO directly to a **Reseller** that is NOT a **Reseller for an Automated Vendor**, send a copy marked “**For Recording Purposes Only**” to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). **TIPS will confirm receipt of PO but no compliance letter will be provided.** PO should be sent within 30 days of issue date.
6. If using a **Reseller for a TIPS Automated Vendor** ([www.tips-usa.com/automatedvendors.cfm](http://www.tips-usa.com/automatedvendors.cfm)), please send PO and TIPS Quote directly to the **Automated Vendor of Reseller** to complete your TIPS purchase. Each vendor’s PO instructions are located at the top of their vendor profile on the TIPS website. The **Vendor is responsible for forwarding PO to their authorized Reseller** if necessary.

### Important Things to Note:

1. **All vendor instructions must be included on the PO.** Emails sent to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com) are not seen by the reseller or vendor.



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**Need Assistance? 866-839-8477**

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# Reseller Process Guide for TIPS Sale

1. Before quoting as a TIPS Reseller, confirm that you are listed as an **Authorized Reseller** on the **“RESELLER”** tab of the **Awarded Vendor’s** profile on TIPS website.
2. The quote to the TIPS Member must include: **(1) the TIPS Contract Number; (2) the Awarded TIPS Vendor’s name; (3) the Reseller’s name; and (4) the Pricing** specified under the awarded TIPS Contract. **NOTE:** If there are multiple TIPS Awarded Vendors utilized on a single quote, the quote must clearly identify each **TIPS Vendor’s name, contract number and dollar subtotal**.
3. Member should be instructed to **submit their PO** (*payable to either Vendor or Reseller*) and your **TIPS Reseller Quote** (merged into one PDF attachment), **both referencing the TIPS Contract Number** to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). **NOTE:** If you are a **Reseller** for an **Automated Vendor**, disregard steps 3 - 5. Go straight to step 6 below.
4. PO and Quote will be verified for contract compliance and forwarded to the **TIPS Awarded Vendor**. The **Vendor is responsible for forwarding PO to their authorized Reseller** if necessary.
5. If the **Reseller** receives a PO directly from the **TIPS Member**, the **Reseller** must forward the **PO, Reseller Quote** and completed **“Reseller Form for TIPS Sale”** to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). A copy of the PO documents will be forwarded to the **TIPS Awarded Vendor** if necessary.
6. If the **Reseller** receives a PO directly from the **TIPS Member** for an **Automated Vendor** ([www.tips-usa.com/automatedvendors.cfm](http://www.tips-usa.com/automatedvendors.cfm)), please ensure a copy of the PO and TIPS Quote are sent to the **Automated Vendor**. Each **Automated Vendor’s PO Instructions** are located at the top of their vendor profile on the TIPS website.

## Important Things to Note:

1. **Reseller quote** must adhere to **TIPS Awarded Vendor’s** contract pricing, products, services and processes. This information will come directly from the **TIPS Awarded Vendor**.
2. A **“Reseller Form for TIPS Sale”** must be completed for each **TIPS Vendor** quoted. The dollar amount should reflect the charge to the TIPS member less any shipping or taxes. This is NOT the dollar amount of the purchase between the TIPS Awarded Vendor and Authorized Reseller.



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# Reseller Form for TIPS Sale

All INFORMATION MUST BE COMPLETED

Authorized Reseller: \_\_\_\_\_

TIPS Awarded Vendor: \_\_\_\_\_

Awarded Vendor's TIPS Contract Number: \_\_\_\_\_

Is Reseller listed under "RESELLER" tab of TIPS Vendor's profile on TIPS website: Y \_\_\_\_\_ N \_\_\_\_\_  
(If not, Vendor will need to add before submitted paperwork)

TIPS Member (End-User/Customer): \_\_\_\_\_

Is the End-User a registered TIPS Member of TIPS: Y \_\_\_\_\_ N \_\_\_\_\_  
TIPS Member lookup. See <https://www.tips-usa.com/membership/member-lookup>  
If not, they will need to join. See <https://www.tips-usa.com/membership/become>

TIPS Member's (End-User/Customer's) Purchase Order #: \_\_\_\_\_

Dollar amount charged **TO THE END-USER/CUSTOMER** for this purchase: \$ \_\_\_\_\_

*Note: This dollar amount needs to reflect the charge to the End-User less any shipping or taxes.  
This is NOT the dollar amount of the purchase between the TIPS Vendor and Authorized Reseller.*

## Required Documentation:

Please send the following documentation to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com) as **one (1) PDF** attachment.

NOTE: Incomplete/missing documents will be returned with request to supply **ALL** required documents.

\_\_\_\_ Copy of this completed form

\_\_\_\_ Copy of the TIPS Member's (End-User/Customer's) Purchase Order

\_\_\_\_ Copy of quote to TIPS Member (End-User/Customer) with TIPS Awarded Vendor's Name & Contract Number referenced.

**Printed** name of authorized representative providing information: \_\_\_\_\_

**Signature** of Authorized Representative: \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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