

# National IPA (Norfolk Public Schools) End User Information Sheet

Contract No. 2015000063 | Term: March 5, 2015 – March 4, 2019  
Norfolk Public Schools competitively solicited and awarded a national cooperative contract to Symmetry Office, available through National IPA.



<b>SPQ #</b>	SPQ-NIPA			
<b>Price Guides</b>	July 9, 2018 Symmetry Office Hall of Fame Brochure			
<b>Products</b>	Benching, tables, sit/stand desks, lighting, monitor arms, keyboard trays and other accessories.			
<b>Volume Discount</b>	<b>Tiers I-V (List Price)</b>	<b>Delivered Tailgate EU Discount</b>	<b>Inside Delivery EU Discount</b>	<b>Delivered &amp; Installed EU Discount</b>
	\$1 - \$15,000	54%	52%	50%
	\$15,001 – \$50,000	55%	53%	51%
	\$50,001 - \$100,000	56%	54%	52%
	\$100,001 - \$250,000	58%	56%	54%
	\$250,000 and up	Negotiable	Negotiable	Negotiable
	<b>FOB:</b> Destination			
<b>Delivery</b>	21 days ARO			
<b>Payment Terms</b>	Net 30			
<b>Credit Card</b>	Credit card will be accepted.			
<b>Cancellation</b>	Orders which have entered any stage of production cannot be cancelled. Requests for cancellation are not accepted until acknowledged by Symmetry Office. In the event cancellation is accepted by Symmetry Office, cancellation charges may be for the entire amount of the order.			
<b>Ordering procedures</b>	Specify model number, quantity, desired delivery date, Contract name or number, End User name, SPQ number and all other applicable information.			
	Orders will be acknowledged with a Symmetry Office acknowledgement form governing the transaction. In the event an error is made in the manufacture of the product the acknowledgement will be used as the resolution document. Submit orders by email to <a href="mailto:orders@symmetryoffice.com">orders@symmetryoffice.com</a> or by fax to (480) 393-4000. Upon receipt of clean, credit approved order; Symmetry Office will enter the order into production system electronically. The ordering dealer will receive an acknowledgement back within 48 hours confirming:			
	<ul style="list-style-type: none"> <li>- Complete model number</li> <li>- All product specifications</li> <li>- Ship date</li> <li>- Shipping Instructions</li> <li>- Tagging instructions</li> <li>- Dealer purchase order number</li> </ul>			
<b>Return &amp; Restocking</b>	Restocks (returns without damage) must be approved on a case by case basis. If approved, a restocking fee of 25% will apply to all non-warranty returns. All items must be returned in undamaged, resell-able condition and in original packaging and shipped at the customer's expense to Symmetry Office, Inc. Products must be returned within 10 days of receipt. Custom products (non-catalog and special order) will not be restocked under any conditions. Costs associated with installation, etc. of defective parts will not be reimbursed. After packages have been inspected and approved, your account will be credited appropriately, or a replacement will be sent if requested. No credit will be issued for damaged or unauthorized product returns.			
<b>Warranty</b>	Lifetime Warranty Coverage: All Symmetry office products, except where noted below.			
	12-Year Warranty Coverage: Benching, Tables and Height Adjustable Tables: Captiva, Largo, Ocala, Bent, Trapezoid, Twisted, Straight. Monitor Arms: Unity, King Cobra, Allure, Value.			
	10-Year Warranty Coverage: Benching, Tables and Height Adjustable Tables: Prise, Flow, Skyway			
	7-Year Warranty Coverage: Benching, Tables and Height Adjustable Tables: Switchback, Voyager, Clarity			
	5-Year Warranty Coverage: Filing, Power Components, Dividers			
	1-Year Warranty Coverage: Keyboard Trays			

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**National IPA**

National Intergovernmental Purchasing Alliance (National IPA) is a cooperative purchasing organization dedicated to serving public agencies and educational institutions nationwide. All cooperative agreements available through the National IPA program have been competitively solicited and publicly awarded by a public agency/governmental entity (e.g. state, city, county, public university or school district), utilizing the best public procurement practices, processes and procedures. The lead agencies are independent of the cooperative allowing the agency to be focused on the best value for the agency. The lead-agency not only prepares the solicitation, but awards, administers and utilizes the agreement for its own needs thereby limiting the award to the supplier that provides the best value to the agency and agencies nationwide.

The National IPA team of tenured certified public procurement professionals, supply chain and cooperative purchasing experts is committed to bringing value to agencies nationwide. National IPA team members are recognized as respected leaders in the discipline and have held key public procurement positions in state government, local government and education.

There is NO FEE to participate and NO OBLIGATION. For more information go to [www.nationalipa.org](http://www.nationalipa.org).

**Who is eligible to use National IPA?**

Cities/Municipalities, Counties, State Agencies, K-12, Colleges & Universities, Private Schools, Non-Profits, Special Districts, Government-Education and Healthcare Entities.

# NATIONAL IPA

## Is Redefining The Future of Cooperative Purchasing



### CREATED BY AND FOR PUBLIC AGENCIES

National IPA is a cooperative purchasing organization established for public agencies across the United States with the specific purpose of reducing procurement costs by leveraging group volume.

National IPA aggregates the purchasing power of participating public agencies across the country in order to receive larger volume discounts from suppliers. This is an optional program with no fee to participate.

### SERVING PUBLIC AGENCIES

All cooperative agreements are competitively solicited and publicly awarded by a public agency/governmental entity (e.g. state, city, county, public university or school district), utilizing the best public procurement practices, processes and procedures. These Principal Procurement Agencies are considered some of the best public procurement organizations in the nation and are available to answer questions or discuss the contracting process in detail.

By utilizing these agreements, agencies eliminate duplication of effort and save valuable time, resources and money.

Eligible public agencies include:

- ★ State Government
- ★ County Government
- ★ City/Local Government
- ★ Primary Education Systems
- ★ Higher Education Systems
- ★ Healthcare
- ★ Other Public Agencies
- ★ Nonprofits
- ★ Agencies for Public Benefit

### OUR TEAM

The National IPA team of certified public procurement professionals, supply chain and cooperative purchasing experts is committed to bringing value to you and your teams. By acting as advocates to drive efficiency, effectiveness and real savings within your agency, our team will work with you to enhance your procurement strategies.

Recognized as respected leaders in the discipline by their peers and suppliers, this team of tenured professionals has held key public procurement positions in state government, local government and education.

### COOPERATIVE CONTRACTS

Cooperative agreements available through National IPA are established with the following process:

- ★ The lead public agency/governmental entity prepares a competitive solicitation, incorporating language that provides access by any agency in states that allow intergovernmental cooperative contract usage
- ★ National IPA is named in the solicitation as the national cooperative purchasing organization
- ★ The lead public agency issues the solicitation, any required amendments and notifications, and conducts pre-proposal conferences
- ★ After the suppliers respond to the solicitation, the lead public agency evaluates, negotiates final terms and conditions, awards, administers, and utilizes the resulting master agreement
- ★ All participating agencies are eligible to utilize the contracts through National IPA

National IPA is committed to the integrity and transparency of the procurement process. Online access to solicitation and award documentation is always available in the documentation sections of each awarded agreement on the National IPA website. No FOIA, passwords or special requests are necessary.

REGISTER TO PARTICIPATE BY VISITING  
[WWW.NATIONALIPA.ORG](http://WWW.NATIONALIPA.ORG)

866-408-3077 ★ [info@nationalipa.org](mailto:info@nationalipa.org)

  
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