



Sourcewell contract overview

Sourcewell

Sourcewell is a State of Minnesota local government agency and service cooperative whose members include thousands of agencies in the United States and Canada.

Membership in Sourcewell is open to public and nonprofit entities across the United States and Canada; such as municipal, state/province, K-12 and higher education, tribal government, and other public entities.

“We at OFS, Carolina and ROOM are proud to offer this government agency contract to our public agencies. Sourcewell has a stellar reputation in the cooperative landscape and has been a valued partner to us and to our clients for many years.”

Anna McClelland

Contract information

Contract #: 091423-OFS

Term: November 30, 2023 through December 4, 2027. Three additional one-year extensions available.

Scope: All OFS, Carolina and ROOM products are available from the latest and current catalogs and price lists

Email: Sourcewell@ofs.com

Vendor contact:

Anna McClelland
704.771.9003
amcclelland@ofs.com
or your OFS representative

To learn more about this contract, please visit: www.sourcewell-mn.gov/ or ofs.com/resources/contracts/sourcewell





Sourcewell | Client Summary

Sourcewell contract #: 091423-OFS

Award date: 11/30/2023

Expiration date: 12/4/2027 (Three additional one-year extensions available)

Price list name & date	Client discount % off of the current list price. Dock delivery	Volume discount \$100,001+
OFS and Carolina price lists -Current at time of order. OFS and Carolina may be combined to reach the next tier. Excluding Open Plan and ROOM	Contact representative	Negotiable
Open Plan (from Open Plan price lists. Example: Staks, Range, Agile, etc)	Contact representative	Negotiable
ROOM	Contact representative	54%
Services	Negotiable	
Terms Net 30 days FOB Destination. P-card payments are subject to a processing fee that may vary by state		
Taxes Each Participating Entity is responsible for supplying the Supplier with valid tax exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax exempt entity.		

Dock Delivery: All deliveries shall be delivered to the customer or dealer loading dock or site. End-User / buyer is responsible for unloading, unboxing, and assembly. Inside delivery or installation costs are to be quoted per project by an authorized dealer.

Order Instructions: Address orders either to OFS or to Authorized Dealer

- Customer purchase order, whether addressed to OFS or to an authorized dealer shall include the OFS Sourcewell contract number #091423-OFS
- When ordering through OFS, list services such as installation separate from the product total. When ordering through dealers, services, and products may be separated or combined
- The dealer shall forward a copy of the end-user purchase order or signed proposal to OFS

When addressed to OFS:

OFS
 % Participating Dealer (if working with a dealer)
 1204 East Sixth Street
 Huntingburg IN 47542
 Attention: order_entry@ofs.com
 Tag: Sourcewell contract order 091423-OFS

When addressed to Dealer:

Dealer Name
 Dealer Address
 Tag: OFS Sourcewell Contract #091423-OFS



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Proposal Instructions: When providing pricing quotes to Members, all pricing quoted must reflect a Member's total cost of acquisition. This means that the quoted cost is for delivered equipment, products, and services that are operational for their intended purpose and includes all costs to the Member's requested delivery location.

Canadian orders: Email Sourcewell@ofs.com for information pertaining to Canadian purchases

Dealers: OFS/Sourcewell dealers may be found by contracting your local OFS/Carolina/ROOM representative or emailing Sourcewell@ofs.com or online at: <https://ofs.com/resources/contracts/sourcewell>

OFS Contract contacts:

Andrea Whitworth
AWhitworth@ofs.com
336-870-4050

Anna McClelland
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704-771-9003