



Sales Tax Exemption

The Texas A&M University System Offices are exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of The Texas A&M University System.

The laws of the State of Texas shall govern this Purchase Order.

| Purchase Order | | |
|---|------------------------|---------------------------|
| Purchase Order Date | PO/Reference No. | Revision No. |
| Jan 11, 2018 | AB0343427 | 0 |
| Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer. | | |
| Buyer Contact: | | |
| Buyer | Buyer Email | Buyer Phone Number |
| pma - Allison, Patty | pallison@tamus.edu | 979.458.6088 |
| Customer Contact: | | |
| Name: | Sharon Kovar | |
| Email: | SHARON-KOVAR@TAMUS.EDU | |
| Phone: | +1 979-458-7024 | |

Order acceptance instructions:

Vendor guarantees that the products delivered or the services performed as a result of the Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by the Texas A&M University System's Department of Purchasing Services prior to shipping.

| Supplier Information | | Delivery Information | |
|--------------------------|---|--------------------------------------|----------------------------------|
| Supplier Name | HBI OFFICE SOLUTIONS INC | Delivery Address | |
| Address | 308 HWY 75 NORTH STE B HUNTSVILLE, TX 77320 US | TAMUS Member: | 01-Texas A&M System Offices (01) |
| Phone | +1 936-295-4592 | Attn: | Brett McCully |
| Fax | +1 936-295-5264 | TAMU Zachry Bldg Renovation-Bldg 125 | |
| FOB / FREIGHT | Destination | Project | 2-3155 |
| Pre-Pay & Add | No | 125 Spence St | |
| Payment Terms | 0, Net 30 | College Station, TX 77840 | |
| Contract Number - Header | E&I CNR 01146 | United States | |
| Contract Number - Line | no value | Delivery Information | |
| Quote number | 19279 | Required Delivery Date | |
| | | Ship Via | Best Carrier-Best Way |

Notes to Supplier

Shipping Instructions

Note to Supplier

All items are for FPC Project 02-3155 Zachary Engineering Education Center.

Communicate delivery and install with TAMU System contact: Cathy Swanteson, Ph: 979-458-7077, Email: cswanteson@tamus.edu.

This purchase is per the E&I Contract CNR

Reference Attachment A for Delivery and Install terms and conditions. An installation schedule with specific dates and times will be communicated and issued by the Interior Designer. Contractor/Vendor will be notified approximately 30 days prior to installation of any delays in building completion.

Reference PO no. on all invoices. Make certain invoice is referenced correctly & sent to the email address noted in the BILL TO section of this PO.

Attachments for supplier

- HBI.S.04 and C.09...
- Attachment A - De...
- TAMUS Standard Te...

PO Clauses

| | | | |
|--------|-----|-------------------------------------|---|
| Header | 001 | No Collect Freight Charges Accepted | Neither COD nor "Collect" freight or handling charges will be accepted. |
| | 113 | FOB-DEST/FRT-PP&ALLOW | FOB Destination, Freight Prepaid and Allowed |
| | 405 | TAMUS Standard Terms | This Purchase Order shall reference the attached TAMUS Standard Terms and Conditions (Exhibit B). |

| Line No. | Product Description | Catalog No. | Size / Packaging | Unit Price | Quantity | Ext. Price |
|----------|---|-------------|------------------|----------------|----------|-----------------------|
| 1 of 1 | Steelcase Lab seating furnishings per details and specifications on attached quote 19279 dated 12/18/2017. This purchase is per E&I contract CNR01146. Delivery and installation is included in this one lot price. | | LO | 295,852.55 USD | 1 LO | 295,852.55 USD |
| Total | | | | | | 295,852.55 USD |

| Billing Information | Billing Address |
|--|--|
| To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail abvendorhelp@tamu.edu. Invoice must include the PO/Reference number shown above. | Texas A&M System Offices-Brett McCully ***Do Not Mail Invoices*** Engineering_Education_Complex.02.18_PO_Payments@docs.e-builder.net ***Invoice via email only*** College Station, TX 77840 United States |