



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.
Feb 12, 2018	AB0348694	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 Address Phone Fax FOB / FREIGHT Pre-Pay & Add Payment Terms Contract Number - Header Contract Number - Line Quote number	Delivery Address TAMUS Member: Attn: TAMU Zachry Bldg Renovation-Bldg 125 Project 125 Spence St College Station, TX 77840 United States Delivery Information Required Delivery Date Ship Via
HBI OFFICE SOLUTIONS INC 308 HWY 75 NORTH STE B HUNTSVILLE, TX 77320 US +1 936-295-4592 +1 936-295-5264 Destination No 0, Net 30 TXMAS -71111010 <i>no value</i> 18700, 19329	01-Texas A&M System Offices (01) Cathy Swanteson 2-3155 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 TXMAS Contract 6-71111010. 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 Quote 19329 LELAN... TAMUS Standard Te... Attachment A - De... Quote 18700 for l...	
PO Clauses	
Header	001 No Collect Freight Charges Accepted Neither COD nor "Collect" freight or handling charges will be accepted.
	114 FOB-DEST/FRT-PP&ADD FOB Destination, Freight Prepaid and Added
	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 2	Leland Lounge furnishings per details and specifications on attached quote 18700, dated 2/7/2018. These items are purchased per the TXMAS Contract 6-71111010. Reference TxSmartbuy PO 18088275. Includes all freight and TSB admin fee.	.	LO	255,283.31 USD	1 LO	255,283.31 USD
2 of 2	Labor to install all furnishings per attached quote 19329, dated 1/3/2018. Reference Attachment A for additional delivery and install instructions.	.	LO	39,100.00 USD	1 LO	39,100.00 USD
Total						294,383.31 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