



**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.
<b>Apr 12, 2018</b>	<b>AB0359785</b>	<b>0</b>
<b>Contact instructions for questions regarding this Purchase Order:</b>		
If Buyer Contact information is listed below, please contact the Buyer.		
If not, please contact the Customer.		
<b>Buyer Contact:</b>		
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>
pma - Allison, Patty	pallison@tamus.edu	979.458.6088
<b>Customer Contact:</b>		
<b>Name:</b>	Robbye Morsko	
<b>Email:</b>	RMORSKO@TAMUS.EDU	
<b>Phone:</b>	+1 979-458-7067	

**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	<b>Delivery Address</b>	
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:	Matt Henley
Fax	+1 936-295-5264	WTAMU Ag Sciences Complex	
FOB / FREIGHT	Destination	Project	18-3199
Pre-Pay & Add	No	600 WTAMU Dr	
Payment Terms	0, Net 30	Canyon, TX 79015	
Contract Number - Header	E&I Contracts CNR01146 & CNR01172	United States	
Contract Number - Line	no value	<b>Delivery Information</b>	
Quote number	18547	Required Delivery Date	Jul 26, 2018
		Ship Via	Best Carrier-Best Way

**Notes to Supplier**

**Shipping Instructions**

Note to Supplier

This purchase is per the E&I Contract CNR01146 for Steelcase & Coalesse & CNR01172 for Gunlocke.

All items are for the FPC Project 18-3199 Agricultural Sciences Complex currently under construction at West Texas A&M University in Canyon, TX.

The estimated delivery and install time-frame is Monday- Friday, July 26 – August 10, 2018, 8 am – 5 pm.

Vendor shall communicate with Kirksey contact: Nicole Davis, Ph: 713.426.7472, Email: nicole@d.kirksey.com OR Emily Winters, also with Kirksey: 713.426.7446, emilyw@kirksey.com and On-site Project Control Construction Project Manager: Steven Hill, Ph: 806.576.7599, Email: shill@projectcontrol.com to coordinate delivery and install of all items as well as to obtain specific delivery and install schedule.

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

- Attachment A furn...
- HBI Revised Quote...
- 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 2	Steelcase, Coalesse & Gunlocke furnishings per details and specifications on attached quote 18547, dated 3/26/18. Delivery and installation included. Reference Attachment A for delivery and install terms and instructions.	.	LO	472,831.02 USD	1 LO	472,831.02 USD
	Attachments for supplier HBI WTAMU.PDF					
2 of 2	Labor to install Chilewich Rug & West Elm Chairs.	.	LO	850.00 USD	1 LO	850.00 USD
<b>Total</b>						<b>473,681.02 USD</b>

**Billing Information**

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@tamus.edu.  
Invoice must include the PO/Reference number shown above.

**Billing Address**

Texas A&M System Offices-Russ Wallace  
\*\*\*Do Not Mail Invoices\*\*\*  
Agricultural\_Sciences\_Complex.02.18\_PO\_Payments@docs.e-builder.net  
\*\*\*Invoice via email only\*\*\*  
College Station, TX 77840  
United States