

## Revised Purchase Order



### 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.	Revision Date
May 8, 2018	AB0364724	1	Jun 5, 2018
<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>			
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	<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 - 830.703.9088
Fax	+1 936-295-5264	WTAMU Amarillo Ctr Renovation-Phase II	
FOB / FREIGHT	Destination	Project	18-3250
Pre-Pay & Add	No	720 S Tyler St	
Payment Terms	0, Net 30	Amarillo, TX 79101	
Contract Number - Header	E&I CNR01146	United States	
Contract Number - Line	no value	<b>Delivery Information</b>	
Quote number	19817	Required Delivery Date	Aug 2, 2018
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

Change order 6/1/18 - Replacing original quote with quote 19817. Replacing originally ordered Verb flip-top tables with Surface Works flip-top tables.

This purchase is per the E&I Contract CNR01146.

All items are for the FPC Project 18-3250 WTAMU Amarillo Center Renovation Phase II currently under construction in Amarillo, TX.

The estimated delivery and install time-frame is Monday- Thursday, August 2 through Wednesday August 15, 2018, Monday – Friday, 8 am – 5 pm.

Communicate with Bryan Shelhamer (TAMUS-FPC/Project Control – Owner PM On-Site), cell: (806) 626-6761, bshelhamer@projectcontrol.com and Steven Hill, (TAMUS-FPC/Project Control Project Manager-On-site): Ph: 806.576.7599, Email: shill@projectcontrol.com to coordinate delivery and installation.

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 - WTA...

TAMUS Standard Te...

HBI Quote 19817.pdf

#### PO Clauses

Header	001	No Collect Freight Charges	Neither COD nor "Collect" freight or handling charges will be accepted.
		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	Change Order 6/1/18: Purchase & Installation of the Steelcase & Coalesse furnishings per details & specifications on attached quote 19817, dated 5/25/18 - replacing original quote. Reference Attachment A for delivery & install terms and instructions.	.	LO	434,153.00 USD	1 LO	434,153.00 USD
Total 434,153.00 USD						

Billing Information	Billing Address
<p>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.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M System Offices-Russ Wallace</p> <p>***Do Not Mail Invoices***</p> <p>Amarillo-Center-Renov-PhII-PO-Payments@docs.e-builder.net</p> <p>*** INVOICE VIA EMAIL ONLY ***</p> <p>Amarillo, TX 79101</p> <p>United States</p>