



## 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.
May 8, 2018	AB0364910	0
<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	WORKPLACE RESOURCE	<b>Delivery Address</b>	
Address	1717 W 6TH ST STE 190 AUSTIN, TX 78203 US	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 512-472-7300	Attn:	Pete McKinney-512-508-5973/Claire Oviatt-404-253-1426
FOB / FREIGHT	Destination	TAMUCT Multipurpose Bldg 3	
Pre-Pay & Add	No	Project	24-3194
Payment Terms	0, Net 30	1003 Leadership Place	
Contract Number - Header	US Communities 4400003403	Killeen, TX 76549	
Contract Number - Line	no value	United States	
Quote number	FR180129	<b>Delivery Information</b>	
		Required Delivery Date	Sep 4, 2018
		Ship Via	Best Carrier-Best Way

## Notes to Supplier

### Shipping Instructions

Note to Supplier

This purchase is per the US Communities Contract 4400003403.

All items are for FPC Project 24-3194 TAMU-CT Multipurpose Bldg. 3, currently under construction in Killeen, TX.

The estimated delivery time for furnishings to install is September 4 – October 4, 2018.

Communicate delivery and install of furnishings with TAMUS FPC Interior Designer contact Claire Oviatt, Ph: 404-253-1426, Email: coviatt@lordaecksargent.com and the on-site FPC Project Manager Pete McKinney, Ph: 512-508-5973, Email: pmckinney@projectcontrol.com.

Reference Attachment A for additional delivery and install terms and instructions.

Include 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

FR180129 - A&M Ce...

Furnishings Attac...

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	Herman Miller Aeron Task Chairs per details and specifications on attached quote #FR180129, dated 4/10/18. One lot price = 46 ea. B Size as specified and 6 ea. C Size as specified - all at \$691.84/chair.	.	LO	35,975.68 USD	1 LO	35,975.68 USD
2 of 2	Installation - Labor to Receive, Inspect, Deliver & Install, Normal Working Hours. Reference Attachment A for additional delivery and install instructions.	.	LO	4,000.00 USD	1 LO	4,000.00 USD
Total					<b>39,975.68 USD</b>	

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-Randy Wipke</p> <p>***Do Not Mail Invoices***</p> <p>Multipurpose_Building.02.18_PO_Payments@docs.e-builder.net</p> <p>***Invoice via email only***</p> <p>College Station, TX 77840</p> <p>United States</p>