



### 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 17, 2018  | AB0366652              | 0                         |
| <b>Contact instructions for questions regarding this Purchase Order:</b><br>If Buyer Contact information is listed below, please contact the Buyer.<br>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<br>HUNTSVILLE, TX 77320 US | TAMUS Member:               | 01-Texas A&M System Offices (01)                      |
| Phone                    | +1 936-295-4592                                   | Attn:                       | Pete McKinney-512-508-5973/Claire Oviatt-404-253-1426 |
| Fax                      | +1 936-295-5264                                   | TAMUCT Multipurpose Bldg 3  |   |
| FOB / FREIGHT            | Destination                                       | Project                     | 24-3194   |
| Pre-Pay & Add            | No  | 1003 Leadership Place       |   |
| Payment Terms            | 0, Net 30   | Killeen, TX 76549           |   |
| Contract Number - Header | E&I CNR01146 & TCPN R180402                       | United States               |   |
| Contract Number - Line   | no value  | <b>Delivery Information</b> |   |
| Quote number             | 19671, 19671, 19691                               | Required Delivery Date      | Sep 17, 2018  |
|                          |   | Ship Via                    | Best Carrier-Best Way                                 |

| Notes to Supplier  |     |                                     |   |
|--|-----|-------------------------------------|---|
| <b>Shipping Instructions</b>   |     |                                     |   |
| Note to Supplier   |     |                                     |   |
| This purchase is per the E&I Contract CNR01146 & the TCPN Contract R180402.  |     |                                     |   |
| All items are for FPC Project 24-3194 TAMU-CT Multipurpose Bldg. 3, currently under construction in Killeen, TX.   |     |                                     |   |
| All quotes include freight, delivery and installation. Installation to include receiving, unpacking, assembly and placement at point of use and removal and disposal of all packing material. Reference Attachment A for additional delivery and install instructions. |     |                                     |   |
| The estimated delivery time for furnishings to install is September 17 – October 17, 2018.   |     |                                     |   |
| Communicate delivery and install of furnishings with TAMUS FPC Interior Designer contact Claire Oviatt, Ph: 404-253-1426, Email: coviatt@lordaacksargent.com and the on-site FPC Project Manager Pete McKinney, Ph: 512-508-5973, Email: pmckinney@projectcontrol.com. |     |                                     |   |
| 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 Quotes 19671_...   |     |                                     |   |
| TAMUS Standard Te...   |     |                                     |   |
| Furnishings REVIS...   |     |                                     |   |
| <b>PO Clauses</b>  |     |                                     |   |
| 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 3   | Steelcase & Coalesse furnishings per details and specifications on attached quote 19691. These items are per the E&I contract CNR01146.  | .           | LO               | 66,729.05 USD | 1 LO     | 66,729.05 USD |
| 2 of 3   | Krueger International furnishings per details and specifications on attached quote 19671. These items are per the TCPN Contract R180402. | .           | LO               | 48,593.64 USD | 1 LO     | 48,593.64 USD |

|        |   |   |    |            |      |                |
|--------|---|---|----|------------|------|----------------|
| 3 of 3 | Varidesk - Pro 36 per details and specifications on attached quote 19762. | . | EA | 493.75 USD | 1 EA | 493.75 USD     |
|        |   |   |    |            |      |                |
| Total  |   |   |    |            |      | 115,816.44 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 <a href="mailto:abvendorhelp@tamu.edu">abvendorhelp@tamu.edu</a>.</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> |