



### 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.
Aug 29, 2018	AB0388617	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 this 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:	Mary Letz - 713.487.3435 / Holly Hawryluk - 979.229.666
Fax	+1 936-295-5264	TTI State Headquarters Bldg	
FOB / FREIGHT	Destination	Project	12-3224
Pre-Pay & Add	No	8755 W SH 21	
Payment Terms	0, Net 30	Bryan, TX 77807	
Contract Number - Header	E&I CNR01146	United States	
Contract Number - Line	no value	<b>Delivery Information</b>	
Quote number	20071, 20072, 20073, 20074, 20075	Required Delivery Date	Jan 21, 2019
		Ship Via	Best Carrier-Best Way

Notes to Supplier			
<b>Shipping Instructions</b>			
Note to Supplier			
This purchase is per the E&I CNR01146 contract.			
All items are for FPC Project 12-3224 – RELLIS: TTI State Headquarters Bldg. currently under construction in Bryan, TX.			
Communicate delivery and install services with Mary Letz, Energy Architecture movable furnishings consultant at Ph: 713.487.3435 or email: maryl@energyarch.com.			
**Delivery/Install requested between Monday, January 21, 2019 and Friday, March 1, 2019.			
Reference Attachment A for additional delivery and install instructions.			
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			
5TH FLOOR.PDF			
4TH FLOOR.PDF			
3RD FLOOR.PDF			
2ND FLOOR.PDF			
1ST FLOOR.PDF			
TAMUS Standard Te...			
TTI Headquarters ...			
<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 5	Office furnishings for 1st Floor - per details and specifications on attached Quote #20071.	.	LO	97,830.95 USD	1 LO	97,830.95 USD
2 of 5	Office furnishings for 2nd Floor - per details and specifications on attached Quote #20072.	.	LO	146,662.36 USD	1 LO	146,662.36 USD

3 of 5	Office furnishings for 3rd Floor - per details and specifications on attached Quote #20073.	.	LO	168,145.08 USD	1 LO	168,145.08 USD
4 of 5	Office furnishings for 4th Floor - per details and specifications on attached Quote #20074.	.	LO	99,553.42 USD	1 LO	99,553.42 USD
5 of 5	Office furnishings for 5th Floor - per details and specifications on attached Quote #20075.	.	LO	78,378.02 USD	1 LO	78,378.02 USD
Total						<b>590,569.83 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 <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>TTIStateHeadquarters-PO-Payments@docs.e-builder.net</p> <p>***Invoice via email only***</p> <p>College Station, TX 77840</p> <p>United States</p>