



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.
Oct 9, 2018	AB0399390	0
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
Buyer Contact:		
Buyer	Buyer Email	Buyer Phone Number
pma - Allison, Patty	pallison@tamus.edu	979.458.6088
Customer Contact:		
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	Delivery Address	
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 CNR-01416	United States	
Contract Number - Line	no value	Delivery Information	
Quote number	20220	Required Delivery Date	Jan 21, 2019
		Ship Via	Best Carrier-Best Way

Notes to Supplier			
Shipping Instructions		This purchase is per the E&I CNR01416 contract. All items are for FPC Project 12-3224 – RELIS: 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 and TAMU System Interior Designer Holly Hawryluk at Ph: 979.229.8666 or email: hhawryluk@tamus.edu. **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.	
Note to Supplier			
Attachments for supplier			
HBI Gunlocke Quot...			
TTI Headquarters ...			
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	Gunlocke Arm Chairs furnishings per details and specifications on attached Quote 20220.	.	LO	256,277.47 USD	1 LO	256,277.47 USD
2 of 2	Labor - Delivery & 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.	.	LO	31,900.00 USD	1 LO	31,900.00 USD

	Total	288,177.47 USD
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Billing Information	Billing Address
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. Invoice must include the PO/Reference number shown above.	Texas A&M System Offices-Randy Wipke ***Do Not Mail Invoices*** TTIStateHeadquarters-PO-Payments@docs.e-builder.net ***Invoice via email only*** College Station, TX 77840 United States