



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.
Nov 20, 2018	AB0410333	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:	Cathy Swanteson - 979-458-7077
Fax	+1 936-295-5264	HSC Medical Research & Education Bldg	
FOB / FREIGHT	Destination	Project	23-3203
Pre-Pay & Add	No	8847 SH 47	
Payment Terms	0, Net 30	Bryan, TX 77807	
Contract Number - Header	E&I Contracts CNR01146 & CNR01416	United States	
Contract Number - Line	no value	Delivery Information	
Quote number	20088	Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier			
Shipping Instructions			
Note to Supplier			
This purchase is per the E&I Contracts CNR01146 (Steelcase & Coalesse) and CNR01416 (Gunlocke).			
All items are for FPC Project 23-3203 Health Science Center Medical Research & Education Building, currently under construction in Bryan, TX.			
Communicate delivery and install with TAMU System, Interior Designer, Catherine Swanteson, (979-458-7077, 979-575-9827 cell), cswanteson@tamus.edu. All product currently estimated to be delivered and completely installed between early-April and mid-May 2019.			
Reference Attachment A for additional delivery 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			
HBI.Steelcase.Cha...			
ATTACHMENT A.TERM...			
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 1	Steelcase, Coalesse and Gunlocke Furnishings per details and specifications on attached Quote 20088. One lot pricing includes installation and delivery. Reference Attachment A for additional delivery and install instructions.	.	LO	376,508.41 USD	1 LO	376,508.41 USD
Total						376,508.41 USD

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-Brett McCully ***Do Not Mail Invoices*** Multidisciplinary_Research_Education_Facility.02.18_PO_Payments@docs.e-builder.net ***Invoice via email only*** College Station, TX 77840 United States