



### 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.
<b>Dec 3, 2018</b>	<b>AB0412507</b>	<b>0</b>
<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 Address: 308 HWY 75 NORTH STE B HUNTSVILLE, TX 77320 US Phone: +1 936-295-4592 Fax: +1 936-295-5264 FOB / FREIGHT: Destination Pre-Pay & Add: No Payment Terms: 0, Net 30 Contract Number - Header: E&I Contract CNR01146 Contract Number - Line: no value Quote number: 20206; 20242	<b>Delivery Address</b> TAMUS Member: 01-Texas A&M System Offices (01) Attn: Mary Letz - 713.487.3435 / Holly Hawryluk - 979.229.8666 TTI State Headquarters Bldg Project: 12-3224 8755 W SH 21 Bryan, TX 77807 United States <b>Delivery Information</b> Required Delivery Date: Jan 21, 2019 Ship Via: Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

This purchase is per the E&I Contract CNR01146.

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

HBI 20242\_110918.pdf  
tti file cabinets...  
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 3	Steelcase furnishings for cabinets, file cabinets and bookcases per details and specifications on the attached Quote 20206.	.	LO	274,833.21 USD	1 LO	274,833.21 USD
2 of 3	Labor - Delivery & Installation - include receiving, unpacking, assembly and placement at point of use and removal and disposal of all packing material. Reference Attachment A for additional terms and instructions.	.	LO	43,050.00 USD	1 LO	43,050.00 USD
3 of 3	Steelcase furnishings for the tables and desk per details and specifications on the attached Quote 20242.	.	LO	13,701.33 USD	1 LO	13,701.33 USD
Total						<b>331,584.54 USD</b>

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 abvendordhelp@tamus.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