



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.
Feb 18, 2019	AB0429143	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	WORKPLACE RESOURCE	Delivery Address	
Address	1717 W 6TH ST STE 190 AUSTIN, TX 78203 US	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 512-472-7300	Attn:	Holly Hawryluk - 979.229.8666 / Michael Nelson - 214.528.8704
FOB / FREIGHT	Destination	TAMU Music Activities Ctr	
Pre-Pay & Add	No	Project	2-3211
Payment Terms	0, Net 30	801 George Bush Dr	
Contract Number - Header	US Comm. 4400003403	College Station, TX 77843	
Contract Number - Line	no value	United States	
Quote number	FR180502	Delivery Information	
		Required Delivery Date	Jun 24, 2019
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

This purchase is per the US Communities Contract 4400003403.

All items are for the TAMU System FPC Project 02-3211 TAMU Music Activities Center currently under construction on the campus of Texas A&M University, College Station.

Please communicate closely regarding delivery and install with BRW Architects contact Michael Nelson, Ph: 214.528.8704, Email: MNelson@brwarch.com and the TAMU System FPC Interior Designer Holly Hawryluk, Ph: 979.229.8666, Email: hhawryluk@tamus.edu.

This PO references Attachment A for additional delivery and install terms and instructions which includes the current estimated delivery and install time frames. The current time frame for delivery and installation is between Monday, June 24, 2019 and Friday, July 19, 2019 between 8:00 A.M. to 5:00 P.M., Monday to Friday.

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

Quote - TAMU MAC ...

Attachment A - 02...

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	Herman Miller Furnishings per details and specifications on attached Quote #FR180502.	.	LO	16,661.97 USD	1 LO	16,661.97 USD
2 of 2	Dealer Services - Receive, Inspect, Delivery and Install during regular business hours, M-F 8-5. Reference Attachment A for additional delivery terms and instructions.	.	LO	1,700.00 USD	1 LO	1,700.00 USD
Total						18,361.97 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 abvendorhelp@tam.u.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&M System Offices-Randy Wipke</p> <p>***Do Not Mail Invoices***</p> <p>Music-Center-PO-Payments@docs.e-builder.net</p> <p>***Invoice via email only***</p> <p>College Station, TX 77840</p> <p>United States</p>