



### 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>Mar 7, 2019</b>  | <b>AB0433685</b>       | <b>0</b>                  |
| <b>Contact instructions for questions regarding this Purchase Order:</b><br>If Buyer Contact information is listed below, please contact the Buyer.<br>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            | WORKPLACE RESOURCE                           | <b>Delivery Address</b>     |  |
| Address                  | 1717 W 6TH ST STE 190<br>AUSTIN, TX 78203 US | TAMUS Member:               | 01-Texas A&M System Offices (01)                         |
| Phone                    | +1 512-472-7300                              | Attn:                       | Mary Letz - 713.487.3435 / Holly Hawryluk - 979.229.8666 |
| FOB / FREIGHT            | Destination                                  | TTI State Headquarters Bldg |  |
| Pre-Pay & Add            | No   | Project                     | 12-3224  |
| Payment Terms            | 0, Net 30                                    | 8755 W SH 21                |  |
| Contract Number - Header | US Communities 4400003403                    | Bryan, TX 77807             |  |
| Contract Number - Line   | no value                                     | United States               |  |
| Quote number             | 022819                                       | <b>Delivery Information</b> |  |
|                          |  | Required Delivery Date      | Mar 20, 2019   |
|                          |  | Ship Via                    | Best Carrier-Best Way                                    |

| Notes to Supplier   |     |                                     |   |
|---|-----|-------------------------------------|---|
| <b>Shipping Instructions</b><br>Note to Supplier  |     |                                     |   |
| This purchase is per the US Communities Contract #4400003403.<br><br>All items are for FPC Project 12-3224 – RELIS: TTI State Headquarters Bldg. currently under construction in Bryan, TX.<br><br>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.<br><br><b>**Delivery/Install requested between Wednesday, March 20, 2019 and Wednesday, March 27, 2019.</b><br><br>Reference Attachment A for additional delivery and install instructions.<br><br>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<br><br>TAMU TTI New HQ M...<br>TTI Headquarters ...<br>TAMUS Standard Te...  |     |                                     |   |
| <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 2   | Herman Miller Mineral Aeron Chairs per details and specifications on attached Quote #022819.   | .           | LO               | 17,625.00 USD | 1 LO     | 17,625.00 USD        |
| 2 of 2   | Dealer Services - Delivery & 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               | 481.93 USD    | 1 LO     | 481.93 USD           |
| Total    |  |             |                  |               |          | <b>18,106.93 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> |