



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. |
| Jul 25, 2019 | AB0467759 | 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: | Holly Hawryluk - 979.229.8666 / Joaquin Abrego - 956.501.0760 |
| Fax | +1 936-295-5264 | Student Services Bldg | |
| FOB / FREIGHT | Destination | 471 Houston St | |
| Pre-Pay & Add | No | College Station, TX 77843 | |
| Payment Terms | 0, Net 30 | United States | |
| Contract Number - Header | TXMAS 7-7110180 | Delivery Information | |
| Contract Number - Line | <i>no value</i> | Required Delivery Date | |
| Quote number | 21417 | Ship Via | Best Carrier-Best Way |

Notes to Supplier

Shipping Instructions

Note to Supplier

This purchase is per the TXMAS Contract #7-7110180 and shall also reference TSB POCN 19146220.

All items are for FPC Project 02-3235 Student Services Building currently under construction on the Texas A&M University Campus.

Communicate delivery and install with PBK furnishing consultant Joaquin Abrego, Ph: 210.638.7262 or 956.501.0760 or email: joaquin.abrego@PBK.com and/or TAMU System Interior Designer Holly Hawryluk at Ph: 979.229.8666 or email: hhawryluk@tamus.edu.

All product currently estimated to be delivered and completely installed between Tuesday, October 1 and Friday, November 29, 2019 between 8:00 A.M. to 5:00 P.M., Monday to Friday. 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

Attachments for supplier

student services ...
Attachment A Term...
TAMUS PO Standard...

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 | Martin Bratrud furnishings per details and specifications on attached quote #21417. Reference TxSmartbuy POCN 19146220 issued per TXMAS contract 7-7110180. | . | LO | 277,825.19 USD | 1 LO | 277,825.19 USD |
| 2 of 2 | Freight and Dealer Services for delivery and 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 | 33,347.00 USD | 1 LO | 33,347.00 USD |
| Total | | | | | 311,172.19 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@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p> | <p>Texas A&M System Offices-Russ Wallace ***Do Not Mail Invoices*** Student-Services-Bldg-PO-Payments@docs.e-builder.net *** INVOICE VIA EMAIL ONLY *** College Station, TX 77840 United States</p> |