



## 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 14, 2020</b>	<b>AB0586337</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	<b>Delivery Address</b>	
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 / Mary Letz - 713.487.3435
Fax	+1 936-295-5264	TAMU – Innovative Technologies Development Complex	
FOB / FREIGHT	Destination	717 RELIS Pkwy	
Pre-Pay & Add	No	Bryan, TX 77807	
Payment Terms	0, Net 30	United States	
Contract Number - Header	E&I Contract CNR01146 & CNR01416	<b>Delivery Information</b>	
Contract Number - Line	<i>no value</i>	Required Delivery Date	Jul 5, 2021
Quote number	22699	Ship Via	Best Carrier-Best Way

## Notes to Supplier

### Shipping Instructions

#### Note to Supplier

This purchase is per the E&I Contracts CNR01146 (Steelcase) & CNR1416 (Gunlocke).

All equipment and services are for TAMU System FPC Project 28-3298 TAMU – Innovative Technologies Development Complex currently under construction on the RELIS Campus.

Communicate delivery and install services with Mary Letz, Energy Architects 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.

Reference Attachment A for additional delivery and install terms and instructions. The estimated time-frame for delivery and install is July 5th – July 30th 2021.

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

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Attachment A - Eq...

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	Steelcase, Coalesse and Gunlocke furnishings per details and specifications on attached quote 22699 dated 11/12/20.	.	LO	914,730.91 USD	1 LO	914,730.91 USD
2 of 2	Labor to install 3 Gunlocke Conference tables	.	LO	2,196.29 USD	1 LO	2,196.29 USD
Total						<b>916,927.20 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 abvendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M System Offices- Randy Wipke ***Do Not Mail Invoices*** ITDC-PO-Payments@docs.e-builder.net ***Invoice via email only*** College Station, TX 77840 United States</p>