



### 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 10, 2021</b>	<b>AB0675802</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	WORKPLACE RESOURCE	<b>Delivery Address</b>	
Address	1717 W 6TH ST STE 190 AUSTIN, Texas 78203 United States	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 512-472-7300	Attn:	Cathy Swanteson - 979.458.7077 / Karla Dodson - 210.298.9622
FOB / FREIGHT	Destination	TAMUSA Acad/Admin Bldg PH II	
Pre-Pay & Add	No	Project	25-3265
Payment Terms	0, Net 30	One University Way	
Contract Number - Header	TAMU OMNIA Contract 202000622	San Antonio, TX 78224	
Contract Number - Line	<i>no value</i>	United States	
Quote number	110421	<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

This purchase is per the TAMU OMNIA Contract 202000622.

All items are for FPC Project 25-3265 Texas A&M San Antonio Academic & Administration Building, Ph. II, currently under construction in San Antonio, TX.

The current estimate delivery time-frame is June13 – July 29, 2021.

\*\*Communicate specific delivery and installation dates with A&M System FPC Interior Designer Cathy Swanteson, Ph: 979.458.7077, Email: cswanteson@tamus.edu and West East Design Group Interior Designer Karla Dodson, Ph: 210.298.9622, Email: karlad@westeastdesign.com.

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

- Workplace Resourc...
- TAMUS PO Standard...
- Exhibit D HSP.pdf
- HSP Progress Asse...

**PO Clauses**

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	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 4	Herman Miller furnishings per details and specificatons on attached quote 110421 dated 11/9/21.	.	LO	786,524.64 USD	1 LO	786,524.64 USD
2 of 4	Dealer Services for Delivery & Installation - to include receiving, unpacking, assembly, placement at point of use, removal & disposal of all packing material. Reference Attachment A for additional delivery / install instructions.	.	LO	102,078.82 USD	1 LO	102,078.82 USD
3 of 4	Design Services	.	LO	6,515.29 USD	1 LO	6,515.29 USD
4 of 4	Freight and Metal Surcharge	.	LO	2,532.09 USD	1 LO	2,532.09 USD
Total						<b>897,650.84 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 vendorhelp@tamus.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M System Offices-Brett McCully</p> <p>***Do Not Mail Invoices***</p> <p>Acad-and-Admin-Phase2-PO-Payments@docs.e-builder.net</p> <p>***Invoice via email only***</p> <p>College Station, TX 77840</p> <p>United States</p>