



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.
Jan 11, 2022	AB0680377	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, Texas 77320 United States	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 936-295-4592	Attn:	Jerod Wilson - 979.845.3058, / Holly Hawryluk - 979.229.8666 / Monica McCoy - 979.458.7072
Fax	+1 936-295-5264	TAMU South Campus Rec Ctr	
FOB / FREIGHT	Destination	Project	2-3267
Pre-Pay & Add	No	633 Bizzell St	
Payment Terms	0, Net 30	College Station, TX 77840	
Contract Number - Header	E&I CNR01146; Choice Partner's 18/015KC-05	United States	
Contract Number - Line	<i>no value</i>	Delivery Information	
Quote number	24214	Required Delivery Date	Jul 7, 2022
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

This purchase is per the E&I Contract CNR01146 (Steelcase) and Choice Partner's Contract 18/015KC-05 (Stylex).

All items are for A&M System FPC Project 02-3267 TAMU South Campus Recreation Center (SCRC) in College Station.

Communicate delivery and installation with A&M System FPC contacts Holly Hawryluk, Ph: 979.229.8666, Email: hhawryluk@tamus.edu and Monica McCoy, Ph: 979.458.7072, Email: mmccoy@tamus.edu, and the TAMU Rec Sports contact Jerod Wilson, Ph: 979.845.3058, Email: jwilson@rec.tamu.edu.

Reference Attachment A for additional delivery instructions. The estimated time-frame for delivery and install is July 7 – July 29th 2022.

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

ARINQKRIC237D705-...

TAMUS PO Standard...

Attachment A - Eq...

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 3	Steelcase & Stylex seating, storage cabinets & workstations per details and specifications on attached quote 24214 dated 12/1/21	.	LO	40,440.66 USD	1 LO	40,440.66 USD
2 of 3	Dealer Services per quote 24214: 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	1,294.92 USD	1 LO	1,294.92 USD
3 of 3	Labor to cut grommet holes and provide grommet covers	.	LO	100.00 USD	1 LO	100.00 USD
Total						41,835.58 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 vendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&M System Offices- Randy Wipke ***Do Not Mail Invoices*** South-Campus-Recreation-Center-PO-Payments@docs.e-builder.net ***Invoice via email only*** College Station, TX 77840 United States</p>