



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.
Mar 25, 2022	AB0700201	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:	Cathy Swanteson - 979-458-7077 / Kelli Blacklock - 469.346.0729
Fax	+1 936-295-5264	TAMU-Instructional Lab & Innovative Learning Bldg (ILSQ)	
FOB / FREIGHT	Destination	Project	2-3272
Pre-Pay & Add	No	459 Olsen Blvd	
Payment Terms	0, Net 30	College Station, TX 77843	
Contract Number - Header	E&I CNR01146	United States	
Contract Number - Line	<i>no value</i>	Delivery Information	
Quote number	24346	Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Per the E&I Contract #CNR01146.

All furnishings are for the TAMU System FPC Project 02-3272 TAMU-Instructional Lab & Innovative Learning Bldg (ILSQ) currently under construction on the campus of Texas A&M University, College Station.

Communicate delivery and install with TAMU System, Interior Designer, Catherine Swanteson, Ph: 979-458-7077, Email: cswanteson@tamus.edu and TreanorHL – Kelli Blacklock, Interior Designer, Ph: 469.346.0729, Email: kblacklock@treanorhl.com.

The current estimated time frame for delivery and install is October 1 – November 11, 2022. Reference Attachment A for additional delivery and install terms and instructions.

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

- Steelcase_TAMUILS...
- TAMUS PO Standard...
- Attachment A Equi...

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 1	Steelcase Furnishings per details and specifications on attached quote 24346.	.	LO	101,317.12 USD	1 LO	101,317.12 USD
Total					101,317.12 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-Brett McCully</p> <p>***Do Not Mail Invoices***</p> <p>Teaching-Lab-Building-PO-Payments@docs.e-builder.net</p> <p>***Invoice via email only***</p> <p>College Station, TX 77840</p> <p>United States</p>