



### 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>Aug 29, 2022</b>   | <b>AB0742606</b>       | <b>0</b>                  |
| <b>Contact instructions for questions regarding this Purchase Order:</b><br>If Buyer Contact information is listed below, please contact the Buyer.<br>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<br>HUNTSVILLE, Texas 77320 United States | 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   | TEES Industrial Distribution |  |
| FOB / FREIGHT            | Destination   | Bldg 1                       |  |
| Pre-Pay & Add            | No  | PR                           | 28-3230  |
| Payment Terms            | 0, Net 30   | 1504 6th St                  |  |
| Contract Number - Header | E&I CNR01146  | Bryan, TX 77807              |  |
| Contract Number - Line   | <i>no value</i>   | United States                |  |
| Quote number             | 24615   | <b>Delivery Information</b>  |  |
|                          |   | Required Delivery Date       | May 1, 2023  |
|                          |   | Ship Via                     | Best Carrier-Best Way                                    |

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

Per E&I Contract CNR01146.

All items are for the A&M System FPC Project 28-3230 Industrial Distribution Building 1 located at RELLIS campus.

Communicate delivery and installation with A&M System FPC contact Holly Hawryluk, Ph: 979.229.8666, Email: hhawryluk@tamus.edu and Energy Architects contact Mary Letz, Ph: 713.487.3435, Email: maryl@energyarch.com.

The current estimated time-frame for delivery and install is May 1st – June 2nd, 2023. 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

HBI Quote 24615\_0...  
 161248531 Exhibit...  
 HSP Progress Asse...  
 TAMUS PO Standard...  
 Attachment A Equi...

**PO Clauses**

Header 001 No Collect Freight Neither COD nor "Collect" freight or handling charges will be accepted.  
 Charges Accepted

| Line No.   | Product Description  | Catalog No. | Size / Packaging | Unit Price        | Quantity              | Ext. Price        |
|--|--|-------------|------------------|-------------------|-----------------------|-------------------|
| 1 of 1   | Steelcase and Coalesse Miscellaneous accessories, lounge furniture, tables and task seating per details and specifications on attached quote 24615, dated 8/2/22 | .           | LO               | 409,053.83<br>USD | 1 LO                  | 409,053.83<br>USD |
| External Note Delivery & Installation included in one lot pricing - this includes receiving, unpacking, assembly, placement at point of use, removal & disposal of all packing material. |  |             |                  |                   |                       |                   |
| Total  |  |             |                  |                   | <b>409,053.83 USD</b> |                   |

| Billing Information   | Billing Address  |
|---|--|
| 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.<br><br>Invoice must include the PO/Reference number shown above. | Texas A&M System Offices-<br>Randy Wipke<br>***Do Not Mail Invoices***<br>IDB-PO-Payments@docs.e-builder.net<br>***Invoice via email only***<br>College Station, TX 77840<br>United States |