



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.
Oct 14, 2022	AB0756324	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:	Monica McCoy - 979.458.7072
Fax	+1 936-295-5264	TEES - BAM	
FOB / FREIGHT	Destination	Project	28-3321
Pre-Pay & Add	No	488 RELLIS Pkwy	
Payment Terms	0, Net 30	Bryan, TX 77807	
Contract Number - Header	E&I CNR01146; NCPA 07-37	United States	
Contract Number - Line	<i>no value</i>	Delivery Information	
Quote number	24749	Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Per E&I CNR01146 (Steelcase); NCPA 07-37 (Magnuson)

All items are for the A&M System FPC Project 28-3321 Ballistic Aero Optics Materials Facility located at RELLIS campus.

Communicate delivery and installation with A&M System FPC Program Assistant Monica McCoy, Ph: 979.458.7072, Email: mmccoy@tamus.edu.

The estimated time-frame for delivery and install is June 1st – June 9th, 2023. Reference attachment A for additional delivery and install instructions. NOTE: PROVIDER SHALL ARRANGE FOR ANY SPECIAL DELIVERY TRUCK NEEDS AS THIS FACILITY DOES NOT HAVE A DOCK.

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

BAM REVISED 10142...

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 and Magnuson furnishings per details and specifications on attached quote 24749 dated 10/14/22.	.	LO	18,272.14 USD	1 LO	18,272.14 USD
2 of 3	Freight and Surcharges	.	LO	1,471.76 USD	1 LO	1,471.76 USD
3 of 3	Dealer Services per quote 24749: 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	265.00 USD	1 LO	265.00 USD
Total						20,008.90 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*** BAM-PO-Payments@docs.e-builder.net ***Invoice via email only*** College Station, TX 77840 United States</p>