



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 19, 2023 | AB0779169 | 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 | OFFICE DESIGN CONCEPTS CORP | Delivery Address | |
| Address | 6200 SAVOY STE 1202 HOUSTON, Texas 77036 United States | TAMUS Member: | 01-Texas A&M System Offices (01) |
| Phone | +1 281-924-8512 | Attn: | Catherine Swanteson - 979-458-7077 / Gretchen Diesel - 469.346.0729 / Cynthia Labelle - 713.582.4506 |
| FOB / FREIGHT | Destination | PVAMU Eng Classroom & Research Bldg | |
| Pre-Pay & Add | No | Project | 5-3300 |
| Payment Terms | 0, Net 30 | 737 DW Martin St | |
| Contract Number - Header | TIPS Contract # 200301 | Prairie View, TX 77446 | |
| Contract Number - Line | <i>no value</i> | United States | |
| Quote number | 2176 | Delivery Information | |
| | | Required Delivery Date | |
| | | Ship Via | Best Carrier-Best Way |

Notes to Supplier

Shipping Instructions

Note to Supplier

Per TIPS Contract # 200301.

All items are for FPC Project 05-3300 Prairie View A&M University Engineering Classroom & Research Building in Prairie View, TX.

Communicate delivery and install schedule with A&M System, Interior Designer, Catherine Swanteson, Ph: 979-458-7077, Email: cswanteson@tamus.edu and Stantec Architecture contacts Gretchen Diesel, Ph: 469.346.0729, Email: Gretchen.Diesel@stantec.com and Cynthia Labelle, Ph: 713.582.4506, Email: Cynthia.Labelle@stantec.com.

The current estimated time frame for delivery and install is June 1 – July 28, 2023. Reference Attachment A for additional delivery and install 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

- REVISED_TAMU_05-3...
- 165845921 Exhibi...
- Attachment A furn...
- TAMUS PO Standard...

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 | Cramer, Keilhauer, Vari and Uline Furnishings per details and specifications on attached quote 2176 dated 11/28/22. | . | LO | 139,181.30 USD | 1 LO | 139,181.30 USD |
| | External Note Cramer and Keilhauer are per the TIPS Contract 200301. | | | | | |
| 2 of 3 | Freight & Surcharges | . | LO | 6,090.65 USD | 1 LO | 6,090.65 USD |
| 3 of 3 | Dealer Services per quote 2176: 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 | 15,890.64 USD | 1 LO | 15,890.64 USD |
| Total | | | | | 161,162.59 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>Engineering-Classroom-Research-Building-PO-Payments@docs.e-builder.net</p> <p>***Invoice via email only***</p> <p>College Station, TX 77840</p> <p>United States</p> |