



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Mar 14, 2023	AB0795054	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
jrz - Zimmermann, Jeff	jzimmermann@tamus.edu	979.458.6410
Customer Contact:		
Name:	Sharon Kovar	
Email:	SHARON-KOVAR@TAMUS.EDU	
Phone:	+1 979-458-7024	

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.

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:	Randy Wipke
Fax	+1 936-295-5264	FAPC - System Budgets & Accounting	
FOB / FREIGHT	Destination	Moore/Connally Bldg	
Pre-Pay & Add	No	Room	345
Payment Terms	0% 0, Net 30	301 Tarrow St	
Contract Number - Header	<i>no value</i>	College Station, TX 77840-7896	
Contract Number - Line	<i>no value</i>	United States	
Quote number	25777	Delivery Information	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

** The current estimated time frame for delivery and install is June 1 – June 30, 2023
**

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

The A&M System contacts are:

A&M System, Interior Designer, Catherine Swanteson, Ph: 979-458-7077, Email: cswanteson@tamus.edu

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.

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_25777_P...
- Attachment A furn...
- Exhibit A - Stand...

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 2	T-16A - Computer Tables, Freestanding - T16A - ECFS #TFS4424-32-CPU-ELEC: Computer Tables, Freestanding, 44" X 24" X 32" high. Refer to bid #FPC-ITB- 3993 for full specifications and HBI quote 25777.	.	EA	1,592.50 USD	4 EA	6,370.00 USD
<p>External Note Delivery and installation included in pricing.</p> <p>Required Delivery Date Jun 1, 2023</p>						
2 of 2	T-16B - Computer Tables, Starter, Adder End and Center - ECFS #TSE4324-29-CPU-ELEC, TAE4324-29-CPU-ELEC and TAC4224-29-CPU-ELEC. Refer to bid #FPC-ITB- 3993 for full specifications and HBI quote 25777.	.	EA	1,406.60 USD	56 EA	78,769.60 USD
<p>External Note Delivery and installation included in pricing.</p> <p>Required Delivery Date Jun 1, 2023</p>						
Total					85,139.60 USD	

Billing Information
<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>

Billing Address
<p>Texas A&M University System</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to systemvouchers@tamus.edu</p> <p>301 Tarrow RM 345</p> <p>College Station, TX 77840</p> <p>United States</p>