



### 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>Apr 20, 2023</b>	<b>AB0805307</b>	<b>0</b>
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
<b>Buyer Contact:</b>		
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>
jrz - Zimmermann, Jeff	jzimmermann@tamus.edu	979.458.6410
<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 HUNTSVILLE, Texas 77320 United States	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 936-295-4592	Attn:	Brett McCully
Fax	+1 936-295-5264	TEEX-Brayton New Admin & Classroom Facility	
FOB / FREIGHT	Destination	1595 Nuclear Science Rd	
Pre-Pay & Add	No	College Station, TX 77843	
Payment Terms	0, Net 30	United States	
Contract Number - Header	<i>no value</i>	<b>Delivery Information</b>	
Contract Number - Line	<i>no value</i>	Ship Via	Best Carrier-Best Way
Quote number			

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

Refer to Exhibit A for Terms and Conditions.

All items are for the A&M System FPC Project 09-3269 TEEX – Brayton New Administration & Classroom Facility in College Station, TX.

The current estimated time frame for delivery and install is: May 29, 2023 to June 2, 2023. Reference Attachment A for additional delivery and installation instructions and points of contact.

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

- UPDATED TEEX BRAY...
- HBI\_25960 rev\_TEE...
- Attachment A - Fu...
- Exhibit A - PO St...

**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 3	Furnishings per attached spec sheets from PBK dated March 6, 2023 and HBI Quote #25960 dated April 10, 2023.	.	LO	31,082.86 USD	1 LO	31,082.86 USD
	Required Delivery Date May 29, 2023					
2 of 3	Freight/shipping for all items listed on the spec sheets and quote attached.	.	LO	4,018.20 USD	1 LO	4,018.20 USD
	Required Delivery Date May 29, 2023					
3 of 3	Installation for all items listed on the spec sheets and quote attached.	.	LO	4,700.00 USD	1 LO	4,700.00 USD
	Required Delivery Date May 29, 2023					
Total						<b>39,801.06 USD</b>

**Billing Information**

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.  
Invoice must include the PO/Reference number shown above.

**Billing Address**

Texas A&M System Offices-Brett McCully  
\*\*\*Do Not Mail Invoices\*\*\*  
Brayton-Classroom-Office-Facility-PO-Payments@docs.e-builder.net  
\*\*\*Invoice via email only\*\*\*  
College Station, TX 77840  
United States