

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.			
Apr 21, 2023	AB0805673	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@TA	MUS.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: Attn:	01-Texas A&M System Offices (01) Holly Hawryluk - 979.458.7078	
Phone	+1 936-295-4592	Research Security Office		
Fax	+1 936-295-5264	Houston Bldg		
FOB / FREIGHT	Destination	Suite		
Pre-Pay & Add	No	200 Discovery Dr		
Payment Terms	0, Net 30	4357 TAMU	4257	
Contract Number - Header	E&I E100140-2021MA	College Station, TX 77843 United States	-4357	
Contract Number - Line	no value	Delivery Information		
Quote number	25831	Required Delivery Date		
		Ship Via	Best Carrier-Best Way	

Notes to Supplier

Shipping Instructions

Note to Supplier

** The current estimated time frame for delivery and installation is August 1 – 11, 2023 **

All items are for FPC Project 01-0249 - Houston Building Renovation, College Station, TX. Correct delivery address is listed within Attachment A.

The A&M System contacts are listed below with contact information provided in Attachment A.

- Holly Hawryluk
- Monica McCoy

Refer to attached Exhibit A - Terms and Conditions, Exhibit B - Insurance Requirements, and Attachment A - Furnishing Requirements. Note that award and pricing is based on the E&I contract referenced within the quote.

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

ARINQKRIBD23D6CF-...

Houston Bldg 104....

Attachment A - Eq...

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 quote 25831		LO	234,624.34 USD	1 LO	234,624.34 USD
		ı				
2 of 3	Freight per line item 49 on quote 25381		LO	71.43 USD	1 LO	71.43 USD
		1				
3 of 3 Labor for line item 37 and 50 on quote 2583	Labor for line item 37 and 50 on quote 25831		LO	4,660.00 USD	1 LO	4,660.00 USD
		1		030		03D
				Total	239,3	355.77 USD

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 University System

Do Not Mail Invoices

Email invoices to systemvouchers@tamus.edu

301 Tarrow RM 345

College Station, TX 77840

United States