

Revised Purchase Order



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.	Revision Date
Jul 2, 2024	AB0932431	1	Oct 7, 2024
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	
scc - Crowdus, Sterling	scrowdus@tamus.edu	979.845.6947	
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:	Randy Wipke
Fax	+1 936-295-5264	TAMU Busn Edu Complex	
FOB / FREIGHT	Destination	214 Olsen Blvd	
Pre-Pay & Add	Yes	College Station, TX 77843	
Payment Terms	0, Net 30	United States	
Contract Number - Header	230301	Delivery Information	
Contract Number - Line	<i>no value</i>	Required Delivery Date	
Quote number	27221	Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

All items are for FPC Project 02-3279 - Texas A&M Business Education Complex, College Station, TX.

Refer to attached Exhibit A & B and Attachment A for terms and conditions, and requirements. Award and pricing is based on the TIPS contract referenced on the quote.

The point of contact for delivery and installation is provided on Attachment A.

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

Exhibit A & B - T...

Attachment A - HB...
quote - B27221 - ...

PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	114	FOB-DEST/FRT-PP&ADD	FOB Destination, Freight Prepaid and Added
	245	Prepay & Add	Shipping and Handling is not to exceed \$100. If greater than \$100 obtain approval from customer contact listed on the purchase order."

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 2	Keilhaurer furnishings per attached quote 27221 dated 7/1/24	.	LO	21,226.56 USD	1 LO	21,226.56 USD
2 of 2	Deliver, Install/Set in Place/Make ready for use, remove all trash and packing materials from customer premises during normal business hours	.	LO	1,100.00 USD	1 LO	1,100.00 USD
Total					22,326.56 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*** Business-Education-Complex-PO-Payments@docs.e-builder.net ***Invoice via email*** College Station, TX 77840 United States</p>