



AM01 - System Offices

P.O. Date: 7/10/2017

Purchase Order

Purchase Order Number

AM01-17-P051316

SHOW THIS NUMBER ON ALL
PACKAGES, INVOICES AND
SHIPPING PAPERS.

V E N D O R	Vendor Number: 00000462 HBI Office Solutions Inc
	308 HWY 75 N STE B HUNTSVILLE, TX 77320

INVOICING VENDOR SHALL SUBMIT AN ITEMIZED INVOICE SHOWING PURCHASE ORDER NUMBER. IF YOUR INVOICE IS NOT PROCESSED AS INSTRUCTED, PAYMENT MAY BE DELAYED.

S H I P T O	Attn: Brett McCully Attn: Catherine Swanteson at (979) 458-7077 TAMU - 02-3155 Zachry Engineering Center 125 Spence Street, Bldg 125 College Station, TX 77840 US Email: bmccully@tamus.edu Phone: (979) 458-7075
	Attn: Brett McCully ***** ATTENTION ***** **** DO NOT MAIL INVOICE ***** *** INVOICE VIA EMAIL ONLY *** ***** ALL BILLS BY EMAIL ***** College Station, TX 77840 US Email: Engineering_Education_Complex.02.18_PO_Payments @docs.e-builder.net

<p>Please login to Buy A&M to retrieve attachments associated with the Purchase Order.</p> <p>Solicitation (Bid) No.:</p>	<p>Payment Terms: Net 30 Shipping Terms: F.O.B., Destination Freight Terms: Freight Allowed Delivery Calendar Day(s) A.R.O.: 0</p>
<p>Item # 2</p> <p>Purchase and installation of Steelcase / Coalesse (Benchmark) furnishings for FPC Project: 02-3155 - TAMU Zachry Engineering Center currently under construction at Texas A&M University. This purchase is per the E&I Contract CNR01146.</p> <p>Communicate with FPC Interior Designer Cathy Swanteson regarding delivery and installation. The estimated date of install is early October 2017.</p> <p>HBI Office Solutions shall maintain required insurance coverage for the duration of this agreement as the TAMU System requires all vendors performing work on any System member campus to provide proof of the required insurance coverage. A copy of your company's insurance certificate is attached to this purchase order.</p> <p>Vendor shall reference purchase order AM01-17- P051316 and TAMUS FPC Project number 02-3155 on all invoices and related correspondence. To avoid delay in payment make certain invoice is referenced correctly and sent to the email address provided in the BILL TO section of this purchase order.</p>	
<p>Item # 1 Class-Item 425-20</p> <p>Steelcase / Coalesse furnishings per details and specifications on attached proposal 18621, dated 6/23/17. This purchase is per E&I Contract CNR01146. One lot price includes delivery and installation.</p>	

Quantity	Unit Price	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1.00	\$ 165,772.95	LOT	0.00 %	\$ 0.00		\$ 0.00	\$ 0.00	\$ 165,772.95

Item # 3

PUBLIC INFORMATION: (a) PROVIDER acknowledges that TAMUS is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this purchase order, as well as any other disclosure of information required by applicable Texas law. (b) Upon a TAMUS written request, PROVIDER will provide specified public information exchanged or created under this purchase order that is not otherwise excepted from disclosure under chapter 552, Texas Government Code, to TAMUS in a non-proprietary format acceptable to TAMUS. As used in this provision, public information has the meaning assigned Section 552.002, Texas Government Code, but only includes information to which TAMUS has a right of access. (c) PROVIDER acknowledges that TAMUS may be required to post a copy of the purchase order on its Internet website in compliance with Section 2261.253(a)(1), Texas Government Code.

TAX: \$ 0.00

FREIGHT: \$ 0.00

TOTAL: \$ 165,772.95

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE APPROVED BY THE TEXAS A&M UNIVERSITY AGENCY PROCUREMENT OFFICE PRIOR TO SHIPPING.

The State of Texas is Exempt from all Federal Excise Taxes.

State and City Sales Tax Exemption Certificate: The A&M System claims an exemption from taxes under Chapter 20, Title 122A Revised Civil Statutes of Texas for purchase of tangible personal property described in this order, purchased from Vendor listed above as this property is being secured for the exclusive use of the State of Texas.

FAILURE TO DELIVER: If the Vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies and equipment elsewhere, and charge the increase in price and cost of handling to the Vendor. No substitution or cancellations permitted without prior approval of The Texas A&M University System.

THE TEXAS A&M UNIVERSITY SYSTEM TERMS AND CONDITIONS APPLY.

APPROVED

By: Patty Allison

Email: PAllison@tamus.edu

Phone#: (979) 458-6088

BUYER