



**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>Jan 15, 2020</b>	<b>AB0510799</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>
pma - Allison, Patty	pallison@tamus.edu	979.458.6088
<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, TX 77320 US	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 936-295-4592	Attn:	Steven Hill - Cell: 806.576.7599 / Jo Lynn Winfrey - 832-405-5224
Fax	+1 936-295-5264	TAMU Vet Education, Research & Outreach Ctr	
FOB / FREIGHT	Destination	Project	2-3266
Pre-Pay & Add	No	3201 Russell Long Blvd	
Payment Terms	0, Net 30	Canyon, TX 79015	
Contract Number - Header	E&I Contracts CNR01146	United States	
Contract Number - Line	<i>no value</i>	<b>Delivery Information</b>	
Quote number	21635; 21715; 21720; 21723; 21728	Required Delivery Date	Jul 15, 2020
		Ship Via	Best Carrier-Best Way

**Notes to Supplier**

**Shipping Instructions**

Note to Supplier

This purchase is per the E&I Contract - Steelcase & Coalesse per CNR01146; Gunlock per CNR01416; Hightowe per CNR01280; Global Furniture Group per CNR01328.

All items are for the TAMU System FPC Project 02-3266 Texas A&M Veterinary Education, Research & Outreach (VERO) Center currently under construction on the campus of West Texas A&M University in Canyon, TX.

Items must be delivered in mid to late July, 2020 between 8:00 A.M. to 5:00 P.M., Monday to Friday.

Communicate delivery with TAMUS FPC/Project Control, ON-SITE Project Manager, Steve Hill, Ph: 806-576-7599 - , Email: shill@projectcontrol.com. The TAMUS FPC/Project Control Assistant Project manager is Jo Lynn Winfrey, Ph: 832-405-5224, Email: j.winfrey@projectcontrol.com.

Reference Attachment A for additional delivery terms and instructions.

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

- 21635.pdf
- 21715.pdf
- 21720.pdf
- 21723.pdf
- 21728.pdf
- Attachment A - VE...
- TAMUS PO Standard...

**PO Clauses**

Header	001	No Collect Freight Charges	Neither COD nor "Collect" freight or handling charges will be accepted.
	113	FOB-DEST/FRT-PP&ALLOW	FOB Destination, Freight Prepaid and Allowed
	405	TAMUS Standard Terms	This Purchase Order shall reference the attached TAMUS Standard Terms and Conditions (Exhibit B).

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 7	Steelcase Furnishings per details and specifications on attached quote # 21635, dated 9/9/19. Steelcase items are per E&I CNR01146.	.	LO	200,876.42 USD	1 LO	200,876.42 USD
2 of 7	Trip Fee - Travel/Stay for Canyon, Texas per attached quote # 21635	.	LO	5,000.00 USD	1 LO	5,000.00 USD
3 of 7	Gunlocke Furnishings per details and specifications on attached quote # 21715, dated 9/9/19. Gunlocke items are per E&I CNR01416.	.	LO	3,338.88 USD	1 LO	3,338.88 USD
4 of 7	Steelcase & Coalesse Furnishings per details and specifications on attached quote # 21720, dated 9/9/19. Steelcase & Coalesse items are per CNR01146.	.	LO	71,965.10 USD	1 LO	71,965.10 USD
5 of 7	Hightower Furnishings per details and specifications on attached quote # 21723, dated 1/9/20. Hightower items are per CNR01280.	.	LO	3,251.28 USD	1 LO	3,251.28 USD
6 of 7	Dealer services - Hightower Shipping and labor for installation of Hightower and Global Furniture Group per quotes # 21723 and # 21728. Reference Attachment A for additional delivery and installation terms and instructions.	.	LO	1,077.62 USD	1 LO	1,077.62 USD
7 of 7	Global Furniture Group Furnishings per details and specifications on attached quote # 21728, dated 9/9/19. Global Furniture Group items are per CNR01328.	.	LO	2,631.60 USD	1 LO	2,631.60 USD
Total						<b>288,140.90 USD</b>

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 <a href="mailto:abvendorhelp@tamu.edu">abvendorhelp@tamu.edu</a>.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M System Offices-Randy Wipke  ***Do Not Mail Invoices***  TAMU-Vet-Ed-Res-Out-PO-Payments@docs.e-builder.net  ***Invoice via email only***  College Station, TX 77840  United States</p>