



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.
Jan 16, 2020	AB0511242	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
pma - Allison, Patty	pallison@tamus.edu	979.458.6088
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, TX 77320 US	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 936-295-4592	Attn:	Holly Hawryluk - 979.229.8666 / Angie Cortez - 210.829.0123
Fax	+1 936-295-5264	RELLIS Ag & Workforce Education Complex	
FOB / FREIGHT	Destination	Project	1-3270
Pre-Pay & Add	No	1248 7th St	
Payment Terms	0, Net 30	Bryan, TX 77807	
Contract Number - Header	E&I Contract CNR01146; Omnia #R142206; Omnia # R142213	United States	
Contract Number - Line	<i>no value</i>	Delivery Information	
Quote number	21837	Required Delivery Date	May 7, 2020
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

This purchase is per the E&I Contract CNR01146 (Steelcase); Omnia Contract R142206 (HBF/Gunlocke); Omnia Contract R142213 (OFS).

All items are for the TAMU System FPC Project 01-3270 RELLIS Ag & Workforce Education Complex currently under construction in Bryan, TX.

Communicate closely regarding delivery and install with Holly Hawryluk, TAMU System FPC Interior Designer, Ph: 979-229-8666, Email: hhawryluk@tamus.edu and Angie Cortez, PBK Architects movable furnishings consultant, Ph: 210-289-0123, Email: angie.cortez@pbk.com.

The estimated time-frame for delivery and install is May 7th – May 29th, 2020.

Reference Attachment A for additional delivery and install terms and instructions.

Reference 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

HBI quote 21837 r...

Attachment A - Eq...

TAMUS PO Standard...

PO Clauses

Header	001	No Collect Freight Charges Accepted	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 2	Steelcase, HBF and OFS furnishings per details and specifications on attached quote #21837, dated 1/16/20. One lot price includes dealer services for installation of all items.	.	LO	126,597.58 USD	1 LO	126,597.58 USD
2 of 2	Dealer Services Receive, inspect, deliver, install, set in place, make ready for use for the HBF Seating.	.	LO	459.00 USD	1 LO	459.00 USD
Total					127,056.58 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 abvendorhelp@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*** RELLIS-Ag-Workforce-PO-Payments@docs.e-builder.net ***Invoice via email only*** College Station, TX 77840 United States</p>