



**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 17, 2020</b>   | <b>AB0511807</b>       | <b>0</b>                  |
| <b>Contact instructions for questions regarding this Purchase Order:</b><br>If Buyer Contact information is listed below, please contact the Buyer.<br>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<br>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 | NCPA 07-47  | United States                               |   |
| Contract Number - Line   | no value  | <b>Delivery Information</b>                 |   |
| Quote number             | 21729   | 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 NCPA Contract 07-47.

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 and install 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

- 21729.pdf
- Attachment A - VE...
- 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   | Versteel furnishings per details and specifications on attached quote # 21729, dated 9/9/19.   | .           | LO               | 23,506.38<br>USD | 1 LO     | 23,506.38<br>USD     |
| 2 of 2   | Dealer Services - Delivery & Installation - to include receiving, unpacking, assembly and placement at point of use and removal and disposal of all packing material. Reference Attachment A for additional delivery and install instructions. | .           | LO               | 2,350.64<br>USD  | 1 LO     | 2,350.64<br>USD      |
| Total    |  |             |                  |                  |          | <b>25,857.02 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<br/>Wipke<br/>***Do Not Mail Invoices***<br/>TAMU-Vet-Ed-Res-Out-PO-Payments@docs.e-builder.net<br/>***Invoice via email only***<br/>College Station, TX 77840<br/>United States</p> |