



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.
Mar 5, 2020	AB0525773	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:	Cathy Swanteson - 979-458-7077 / Peggy Berry - 713-665-5665
Fax	+1 936-295-5264	HSC Eng/Health Bldg Renovation	
FOB / FREIGHT	Destination	Project	23-3258
Pre-Pay & Add	No	1020 Holcombe Blvd	
Payment Terms	0% 0, Net 30	Houston, TX 77030	
Contract Number - Header	no value	United States	
Contract Number - Line	no value	Delivery Information	
Quote number	Pricing per bid FPC-ITB-2033	Required Delivery Date	Jun 8, 2020
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

This purchase is per award of bid FPC-ITB-2033 - Computer Laboratory Tables.

All items are for FPC Project 23-3258 Health Science Center EnMed Building Renovation, currently under construction in Houston, TX.

Communicate delivery and install with TAMU System contact Catherine Swanteson, Email: cswanteson@tamus.edu, Ph: 979.458.7077-office, 979.575.9827-mobile and/or EYP A/E contact Peggy Berry, Email: pberry@eypae.com, Ph: 713.665.5665.

The current estimated time-frame for delivery and install for Phase 1 is June 8 - July 18, 2020, Monday through Friday, 8 AM – 5 PM.

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

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 6	Freestanding Computer Tables - Electronic Classroom Furniture Systems Model # ECFS #TFS5024-32-CPU-ELEC	.	EA	1,173.33 USD	3 EA	3,519.99 USD
2 of 6	Starter Computer Tables - Electronic Classroom Furniture Systems Model # TSE4924-29-CPU-ELEC	.	EA	1,146.67 USD	8 EA	9,173.36 USD
3 of 6	Adder End Computer Tables - Electronic Classroom Furniture Systems Model # TAE4924-29-CPU-ELEC	.	EA	997.33 USD	8 EA	7,978.64 USD
4 of 6	Center Computer Tables - Electronic Classroom Furniture Systems Model # TAC4824-29-CPU-ELEC	.	EA	977.33 USD	33 EA	32,251.89 USD
5 of 6	Freight/shipping - included in product pricing.	.	LO	0.00 USD	1 LO	0.00 USD
6 of 6	Dealer Services for Delivery & Installation - to include receiving, unpacking, assembly, placement at point of use, removal & disposal of all packing material. Reference Attachment A for additional delivery / install instructions. Included in Unit Prices	.	LO	0.00 USD	1 LO	0.00 USD
Total						52,923.88 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. Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&M System Offices-Brett McCully ***Do Not Mail Invoices*** Eng-Health-Bldg-Renov-PO-Payments@docs.e-builder.net ***Invoice via email only*** College Station, TX 77840 United States</p>