



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. |
| Jul 13, 2020 | AB0548605 | 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 | WORKPLACE RESOURCE | Delivery Address | |
| Address | 1717 W 6TH ST STE 190 AUSTIN, TX 78203 US | TAMUS Member: | 01-Texas A&M System Offices (01) |
| Phone | +1 512-472-7300 | Attn: | Cathy Swanteson - 979-458-7077 / Gisella De Ponton - 713-622-1444 |
| FOB / FREIGHT | Destination | TAMU Polo Garage | |
| Pre-Pay & Add | No | Project | 2-3254 |
| Payment Terms | 0, Net 30 | 260 Polo Rd | |
| Contract Number - Header | TIPS 200301 | College Station, TX 77843 | |
| Contract Number - Line | <i>no value</i> | United States | |
| Quote number | FR200182 | Delivery Information | |
| | | Required Delivery Date | Nov 30, 2020 |
| | | Ship Via | Best Carrier-Best Way |

Notes to Supplier

Shipping Instructions

Note to Supplier

Purchased per TIP Contract # 200301.

All items are for TAMUS FPC Project 02-3254 TAMU Polo Garage currently under construction in College Station.

Communicate delivery and install with TAMU System designer contact Catherine Swanteson, Email: cswanteson@tamus.edu, Ph: 979.458.7077-office, 979.575.9827-mobile and/or PGAL designer contact Gisella De Ponton, Email - gdeponton@pgal.com, Ph: 713.622.1444-office, 713.470.8665-mobile.

Reference Attachment A for additional delivery and install terms and instructions that includes the current estimated dates for delivery and installation of November 30, 2020 – January 8, 2021, between 8:00 A.M. to 5:00 P.M., Monday to Friday.

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

FR200182 - TAMU P...

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 | Emeco furnishings per details and specifications on attached quote #FR200182 dated 7/7/20. | . | LO | 23,342.00 USD | 1 LO | 23,342.00 USD |
| 2 of 2 | Dealer Services per quote FR200182: 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. | . | LO | 2,371.76 USD | 1 LO | 2,371.76 USD |
| Total | | | | | | 25,713.76 USD |

Billing Information

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.

Billing Address

Texas A&M System Offices-Brett McCully
Do Not Mail Invoices
Polo-Garage-PO-Payments@docs.e-builder.net
*** INVOICE VIA EMAIL ONLY ***
College Station, TX 77843
United States