



### 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>Jul 20, 2020</b>	<b>AB0550334</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	WORKPLACE RESOURCE	<b>Delivery Address</b>	
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	FR200180	<b>Delivery Information</b>	
		Required Delivery Date	Nov 30, 2020
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

This purchase per the TIPS 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

- TAMUS PO Standard...
- Attachment A - Eq...
- FR200180 - TAMU P...

**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	ERG International Furnishings per details and specifications on attached Quote #FR200180, dated 7/7/20.	.	LO	20,884.78 USD	1 LO	20,884.78 USD
2 of 2	Dealer Services per quote FR200180: 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	352.94 USD	1 LO	352.94 USD
Total					<b>21,237.72 USD</b>	

**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](mailto: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