



## Sales Tax Exemption

Texas A&M University is 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 Texas A&M.

The laws of the State of Texas shall govern this Purchase Order.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Jul 7, 2017</b>	<b>AB0316537</b>	<b>0</b>
<b>Contact instructions for questions regarding this Purchase Order:</b> Please contact the Buyer if Buyer contact information is present. Otherwise, contact the Customer.		
<b>Buyer Contact:</b>		
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>
paw - Winkler, Patty	p-winkler@tamu.edu	979.845.4556
<b>Customer Contact:</b>		
Name:	Patricia Winkler	
Email:	P-WINKLER@TAMU.EDU	
Phone:	+1 (979) 845-4556	

## 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 Texas A&M's Department of Procurement Services prior to shipping.**

Supplier Information		Delivery Information	
Supplier Name	WILTON'S OFFICEWORKS LTD	<b>Delivery Address</b>	
Address	PO BOX 5040 BRYAN, TX 778055040 US	Texas A&M University	
Phone	+1 (979) 268-0062	Attn	Jan Pfannstiel
FOB / FREIGHT	Destination	TAMU Libraries	
Pre-Pay & Add	No	Evans Library Annex- Receiving Dept	
Payment Terms	0, Net 30	400 Spence St	
Contract Number - Header	no value	5000 TAMU	
Contract Number - Line	no value	College Station, TX 77843-5000	
Quote number		United States	
		<b>Delivery Information</b>	
		Ship Via	Best Carrier-Best Way

## Notes to Supplier

### Shipping Instructions

Note to Supplier

Furnish and Install the following furniture for Phase 2 of the Evans Library Renovation Project as per the attached terms and conditions.

All installations shall be coordinated with Project Contact:

Jan Pfannstiel  
jpfannst@library.tamu.edu  
979-862-4762

Attachments for supplier

Installation Terms and Conditions.pdf

TAMU FFE SPECIFICATIONS - Phase 2 - Annex 4 LO.pdf

### PO Clauses

Header	001	No Collect Freight	Neither COD nor "Collect" freight or handling charges will be accepted.
		Charges Accepted	

113	FOB / FREIGHT	FOB Destination, Freight Prepaid and Allowed
242	Equal Opportunity for Qualified Individuals	This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	Mobile Monitor Cart with Door Locks Item #MC1 Manufacture: Mayline As per attached specifications	MC1		1,241.07 USD	6	7,446.42 USD
	Attachments for supplier  Vendor HSP PO Language-self performing.doc					
	External Note Required Delivery Date	PAR Requirements for Self-Performing as per the attached Jul 24, 2017				
2 of 4	Trash Receptacle, Atlas Radius Large Item #TR1 Manufacture: Nevins As per attached specifications	TR1		1,130.11 USD	2	2,260.22 USD
	Required Delivery Date	Jul 24, 2017				
3 of 4	Commodore Recycling Trash Receptacle Item #TR2 Manufacture: Nevins As per the attached specifications	TR2		1,720.74 USD	2	3,441.48 USD
	Required Delivery Date	Jul 24, 2017				
4 of 4	Installation, as per the attached terms and conditions	NA	LO	950.00 USD	1 LO	950.00 USD
	Required Delivery Date	Jul 24, 2017				
Total						<b>14,098.12 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 abvendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M University-Accounts Payable</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to invoices@tamu.edu</p> <p>750 Agronomy Road - Suite 3101</p> <p>6000 TAMU</p> <p>College Station, TX 77843-6000</p> <p>United States</p>