



## 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.

Member of the Texas A&M University System.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Feb 24, 2020</b>	<b>AB0522294</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>
paw - Winkler, Patty	p-winkler@tamu.edu	979.845.4556
<b>Customer Contact:</b>		
Name:	Shauna Ramos	
Email:	SHAUNARAMOS@TAMU.EDU	
Phone:	+1 979-845-0552	

### 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 or performance. This Purchase Order is governed by the laws of the State of Texas and Texas A&M's Terms & Conditions, which are available online: <http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/>**

Supplier Information		Delivery Information	
Supplier Name	VELOCITY OFFICE PRODUCTS	<b>Delivery Address</b>	
Address	335 PENNBRIGHT DR STE 104 HOUSTON, TX 77090 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 888-867-4210	Attn	Shauna Ramos
FOB / FREIGHT	Destination	Architecture Business Office	
Pre-Pay & Add	No	Langford Bldg A	
Payment Terms	0, Net 30	Room	206
Contract Number - Header	<i>no value</i>	3137 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-3137	
Quote number		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

Furnish and Installation as per Choice Partners Contract #18/015KC/-06, Velocity Office Products Quote #1-1758-08CP and Installation Terms and Conditions

Attachments for supplier

TAMU Architecture...

Installation Term...

#### PO Clauses

Header

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Neither COD nor "Collect" freight or handling charges will be accepted.

No Collect Freight Charges Accepted						
102	TAMU Terms & Conditions	Terms & Conditions - Texas A&M University -This purchase order is issued on behalf of Texas A&M University and is governed by the Terms & Conditions found online: <a href="http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/">http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/</a> From this website please select "Texas A&M University" from the drop-down menu.				
Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 15	Bookcase, 36W x 14-1/4D x 70-7/8HCO Columbian Walnut	65-3672BC	EA	1,271.76 USD	2 EA	2,543.52 USD
2 of 15	Double Ped Desk, 36D x 72WPCOY~COSTSGCBSLVAHVHigh Pressure LaminateColumbian WalnutSquareNo Chassis Color SelectionColumbian WalnutHeight AdjustableGrommet with Box CenterSilver GrommetAluminum Alcove	68-3672DP	EA	3,680.00 USD	1 EA	3,680.00 USD
3 of 15	Surface Mounted Door Hutch, 72W x 40 7/8HCO1-HGAWHALOCKTCOColumbian WalnutHigh Gloss Acrylic DoorsWhite High Gloss AcrylicLocking Hutch DoorsLaminate DividersColumbian Walnut	66-1572HU	EA	1,638.82 USD	1 EA	1,638.82 USD
4 of 15	Storage Credenza, 24D x 72WPCOYCOCOAALOCKHigh Pressure LaminateColumbian WalnutSquareColumbian WalnutColumbian WalnutAluminum AlcoveYes - Lock	68-2472SC	EA	1,369.41 USD	1 EA	1,369.41 USD
5 of 15	Circular Top, 36" DiaPCOYHigh Pressure LaminateColumbian WalnutSquare	66-3636CT	EA	365.29 USD	1 EA	365.29 USD
6 of 15	Cylinder base 20" Dia x 28-1/2HWCONOGCWood VeneerColumbian WalnutNo Grommets At Top Edge Plus OpenBottom	01-2020CB	EA	610.59 USD	1 EA	610.59 USD
7 of 15	mid scale high back standard A seat - voss 2V15,synchro with side tension adjustment and seat slide-10C, adjustable height roll back arm, black -39AGR-5BRISAORIGI18PB16HP8grade 5 in stock textileultrafabrics brisa original polyurethane	2V15-10C-39A	EA	1,514.12 USD	1 EA	1,514.12 USD
8 of 15	Double Ped Desk, 36D x 72WPCOYCOCOSTSGCBAHVHigh Pressure LaminateColumbian WalnutSquareColumbian WalnutColumbian WalnutHeight AdjustableGrommet with Box CenterAluminum Alcove	68-3672DP	EA	3,680.00 USD	2 EA	7,360.00 USD
9 of 15	Storage Credenza, 24D x 72WPCOYCOCOAALOCKHigh Pressure LaminateColumbian WalnutSquareColumbian WalnutColumbian WalnutAluminum AlcoveYes - Lock	68-2472SC	EA	1,369.41 USD	2 EA	2,738.82 USD
10 of 15		395	EA		2 EA	

	Gleem Guest Chair, 23-3/4"W x 24"D x 31-3/4"HCO(GRD8) (FAB)Columbian WalnutGrade 8Enter Pattern DetailsGleem Guest Chair, 23-3/4"W x 24"D x 31-3/4"HCO(GRD8)(FAB) Columbian WalnutGrade 8Enter Pattern Details			758.82 USD		1,517.64 USD
11 of 15	Circular Top, 36" DiaPCOYHigh Pressure LaminateColumbian WalnutSquare	66-3636CT	EA	365.29 USD	2 EA	730.58 USD
12 of 15	Cylinder base 20" Dia x 28-1/2HNOGC No Grommets At Top Edge Plus OpenBottom	01-2020CB	EA	610.59 USD	2 EA	1,221.18 USD
13 of 15	mid scale high back standard A seat - voss 2V15,synchro with side tension adjustment and seat slide-10C, adjustable height roll back arm, black -39AGR-5BRISAORIGI18PB16HP8grade 5 in stock textileultrafabrics brisa original polyurethane	2V15-10C- 39A	EA	1,514.12 USD	1 EA	1,514.12 USD
14 of 15	Clarus Glassboards Float Transition	n/a	EA	812.96 USD	2 EA	1,625.92 USD
15 of 15	Installation	n/a	EA	3,500.00 USD	1 EA	3,500.00 USD
Total				<b>31,930.01 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>