



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0001019

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 10/04/2023 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: ODP BUSINESS SOLUTIONS LLC
PO BOX 660113
DALLAS TX 75266-0113
United States

Ship To: Texas Workforce Commission
4800 N LAMAR BLVD
AUSTIN TX 78756
United States

Bill To: APPO@twc.texas.gov or
Texas Workforce Commission
101 E 15TH ST
RM 470
AUSTIN TX 78778-0001
United States

Vendor ID: 1862161688 001

Purchaser: Anna James

Phone:

Fax:

Email: anna.mccorkle@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Catalog Purchase subject to TWC Terms and Conditions

Account #: 88752200

*****PLEASE DO NOT SUBSTITUTE, *****

****SEE SHIP TO COMMENTS*****

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 05/12/2023 (ATTACHMENT I) apply to this order.

Catalog Quote attached. (10/034/2023)

Contact
Lynnette Swonke
512-377-0327
lynnette.swonke@twc.texas.gov

Vendor
VID: 1862161688
ODP Business Solutions
Lisa Patton
stateoftexas@officedepot.com
(713) 878-2158

Delivery Contact:
Criss Cole Rehabilitation Center
Attn: Lynnette Swonke
4800 N Lamar Blvd., MC 6804
Austin TX 78756

Phone No: 512-377-0327
Fax No: 512-377-0469
Email: lynnette.swonke@twc.texas.gov

Authorized Signature

Sonya Babley, CTCD, CTCM

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10/04/2023



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Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. PDF or Word Documents are only accepted. All Invoices must include reference to TWC Internal PO.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Purchasing HUB Services.

Ship to Comments:

Delivery Contact:
 Criss Cole Rehabilitation Center
 Attn: Lynnette Swonke
 4800 N Lamar Blvd., MC 6804
 Austin TX 78756

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	7909491 Kleenex® Soothing Lotion 3-Ply Tissues, White, 60 Tissues Per Box, Case Of 4 Boxes		641/50	10.0000	PAK	\$14.09000	\$140.90	10/13/2023

Schedule Total

ReqID:
0000044685

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	788169 Kleenex® Anti- Viral® 3-Ply Facial Tissue, White, 68 Sheets Per Box, Carton Of 12		641/50	10.0000	CTN	\$48.59000	\$485.90	10/13/2023

Schedule Total

ReqID:
0000044685

Item Total for Line # 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	8013714 Sharpie S Gel Pens, Medium Point, 0.7 mm, Black Barrel, Black Ink, Pack Of 36 Pens		160/45	3.0000	PAK	\$25.39000	\$76.17	10/13/2023

Schedule Total

ReqID:
0000044685

Item Total for Line # 3

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4-1	8013496 Sharpie S Gel Pens, Medium Point, 0.7 mm, Black/Blue Barrel, Blue Ink, Pack Of 12 Pens		160/45	4.0000	PAK	\$11.59000	\$46.36	10/13/2023
							Schedule Total	<input type="text" value="\$46.36"/>
					ReqID:			
					0000044685			
							Item Total for Line # 4	<input type="text" value="\$46.36"/>
5-1	869071 Sharpie® S-Gel Metal Barrel Gel Pens, Medium Point, 0.7 mm, Champagne Barrel, Black Ink, Pack Of 2 Pens		160/45	3.0000	PAK	\$7.59000	\$22.77	10/13/2023
							Schedule Total	<input type="text" value="\$22.77"/>
					ReqID:			
					0000044685			
							Item Total for Line # 5	<input type="text" value="\$22.77"/>
6-1	8558626 Sharpie® S-Gel Pens, Medium Point, 0.7 mm, Black Barrel, Purple Ink, Pack Of 12 Pens		160/45	1.0000	PAK	\$15.99000	\$15.99	10/13/2023
							Schedule Total	<input type="text" value="\$15.99"/>
					ReqID:			
					0000044685			
							Item Total for Line # 6	<input type="text" value="\$15.99"/>
7-1	6338267 Sauder® Select 72"H 2-Door Storage Cabinet, Spring Maple		150/08	1.0000	EA	\$278.99000	\$278.99	10/13/2023
							Schedule Total	<input type="text" value="\$278.99"/>
					ReqID:			
					0000044685			
							Item Total for Line # 7	<input type="text" value="\$278.99"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	4833538 Command Medium Wire Hooks, 13-Command Hooks, 16-Command Strips, Damage-Free, White		445/44	3.0000	EA	\$13.99000	\$41.97	10/13/2023
							Schedule Total	<input type="text" value="\$41.97"/>
							ReqID: 0000044685	
							Item Total for Line # 8	<input type="text" value="\$41.97"/>
9-1	5468483 2024 Office Depot® Brand Monthly Desk Pad Calendar, 17" x 22", January To December 2024 , ODUS2302-002		615/19	2.0000	EA	\$14.39000	\$28.78	10/13/2023
							Schedule Total	<input type="text" value="\$28.78"/>
							ReqID: 0000044685	
							Item Total for Line # 9	<input type="text" value="\$28.78"/>
10-1	947019 Kensington Duo Gel Mouse Pad Wrist Rest		207/60	2.0000	EA	\$18.99000	\$37.98	10/13/2023
							Schedule Total	<input type="text" value="\$37.98"/>
							ReqID: 0000044685	
							Item Total for Line # 10	<input type="text" value="\$37.98"/>
11-1	8052710 2024 Cambridge® Thicket Weekly/Monthly Planner, 8-1/2" x 11", Multicolor Floral, January To December 2024 , 1681-905		615/19	2.0000	EA	\$17.99000	\$35.98	10/13/2023
							Schedule Total	<input type="text" value="\$35.98"/>
							ReqID: 0000044685	
							Item Total for Line # 11	<input type="text" value="\$35.98"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	256610 ACCO® Economy Non-Skid Paper Clips, 1000 Total, Jumbo, Silver, 100 Per Box, Pack Of 10 Boxes		615/69	5.0000	EA	\$26.19000	\$130.95	10/13/2023
							Schedule Total	<input type="text" value="\$130.95"/>
					ReqID: 0000044685			
							Item Total for Line # 12	<input type="text" value="\$130.95"/>
13-1	593412 Office Depot® Brand Fashion Pushpins, 1/4", Irregular Shape, Assorted Colors, Pack Of 60		160/63	2.0000	PAK	\$3.59000	\$7.18	10/13/2023
							Schedule Total	<input type="text" value="\$7.18"/>
					ReqID: 0000044685			
							Item Total for Line # 13	<input type="text" value="\$7.18"/>
14-1	203352 Post-it® Super Sticky Notes, 270 Total Notes, Pack Of 3 Pads, 4" x 6", Energy Boost Collection, Lined, 90 Notes Per Pad		615/62	5.0000	EA	\$10.29000	\$51.45	10/13/2023
							Schedule Total	<input type="text" value="\$51.45"/>
					ReqID: 0000044685			
							Item Total for Line # 14	<input type="text" value="\$51.45"/>
15-1	837398 Post-it® Super Sticky Notes, 1680 Total Notes, Pack Of 24 Pads, 3" x 3", Energy Boost Collection, 70 Notes Per Pad		615/62	2.0000	PAK	\$20.59000	\$41.18	10/13/2023
							Schedule Total	<input type="text" value="\$41.18"/>
					ReqID: 0000044685			
							Item Total for Line # 15	<input type="text" value="\$41.18"/>

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16-1	723832 Post-it® Super Sticky Notes, 540 Total Notes, Pack of 6 Pads, 4 in x 4 in, Energy Boost Collection, Lined, 90 Notes Per Pad		615/62	3.0000	PAK	\$16.59000	\$49.77	10/13/2023
							Schedule Total	\$49.77
						ReqID: 0000044685		
							Item Total for Line # 16	\$49.77
17-1	452949 Scotch® Transparent Greener Tape, 3/4" x 900", Clear, Pack of 12 rolls		832/55	2.0000	PAK	\$19.49000	\$38.98	10/13/2023
							Schedule Total	\$38.98
						ReqID: 0000044685		
							Item Total for Line # 17	\$38.98
18-1	959429 Smead® Hanging File Folders, 1/5-Cut Tab, Letter Size, Assorted Primary Colors, Box Of 25		615/45	2.0000	BOX	\$13.79000	\$27.58	10/13/2023
							Schedule Total	\$27.58
						ReqID: 0000044685		
							Item Total for Line # 18	\$27.58
19-1	7881526 Office Depot® Brand 2-Tone File Folders, 1/3 Cut, Letter Size, Assorted Primary Colors, Box Of 100		615/45	1.0000	BOX	\$37.79000	\$37.79	10/13/2023
							Schedule Total	\$37.79
						ReqID: 0000044685		
							Item Total for Line # 19	\$37.79

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
20-1	231385 Stanley Bostitch® Calypso Magnetic Staple Remover, Black		615/81	5.0000	EA	\$3.99000	\$19.95	10/13/2023
							Schedule Total	<input type="text" value="\$19.95"/>
							ReqID: 0000044685	
							Item Total for Line # 20	<input type="text" value="\$19.95"/>
21-1	625529 Office Depot® Brand Professional Legal Pad, 8 1/2" x 11 3/4", Legal Ruled, 50 Sheets Per Pad, White, Pack Of 8 Pads		616/62	2.0000	PAK	\$12.19000	\$24.38	10/13/2023
							Schedule Total	<input type="text" value="\$24.38"/>
							ReqID: 0000044685	
							Item Total for Line # 21	<input type="text" value="\$24.38"/>
22-1	895945 Victor 1000 Mini Desktop Calculator		600/02	2.0000	EA	\$14.19000	\$28.38	10/13/2023
							Schedule Total	<input type="text" value="\$28.38"/>
							ReqID: 0000044685	
							Item Total for Line # 22	<input type="text" value="\$28.38"/>

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

IMPORTANT CONDITIONS OF ORDER

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

- * PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.
- * ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.
- * Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.
 Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

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