



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002357

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E PO Date: 01/29/2024 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

Vendor ID: 1862161688 001

Purchaser: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@twc.texas.gov

Bill To: APPO@twc.texas.gov or

Texas Workforce Commission
101 E 15TH ST
RM 470
AUSTIN TX 78778-0001
United States

TWC Prefers Electronic Submission

PO Information:

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per ODP Solutions online account for TWC online pricing 01/29/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 10/25/2023 (ATTACHMENT I) apply to this order.

Delivery Terms: 1-3 Business Days ARO

TWC POC:

Name: Lynnette Swonke
Tel: 512-377-0327
E-mail: lynnette.swonke@twc.texas.gov

Vendor Contact:

Name: ODP Business Solutions
Tel: 713-878-2158
E-mail: stateoftexas@officedepot.com

Submit invoices via email to APPO@TWC.texas.gov and the TWC POC 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:

Criss Cole Rehabilitation Center
Attn: Lynnette Swonke
Phone No: 512-377-0327
Fax No: 512-377-0469
Email: lynnette.swonke@twc.texas.gov
4800 N Lamar Blvd., MC 6804
Austin TX 78756

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

01/29/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item # 4475707 - TUL® GL Series Retractable Gel Pens, Medium Point, 0.7 mm, Pearl White Barrel, Blue Ink, Pack Of 12 Pens	13060	620/80	2.0000	PAK	\$18.99000	\$37.98	02/12/2024
							Schedule Total	<input type="text" value="\$37.98"/>
							ReqID: 0000045910	
							Item Total for Line # 1	<input type="text" value="\$37.98"/>
2-1	Item # 172510 - Post-it Notes, 3X3 inch, 12 pads, 100 sheets/pad, canary yellow	13060	615/62	2.0000	PAK	\$18.69000	\$37.38	02/12/2024
							Schedule Total	<input type="text" value="\$37.38"/>
							ReqID: 0000045910	
							Item Total for Line # 2	<input type="text" value="\$37.38"/>
3-1	Item # 172528 - Post-it Notes, 3 in x 5 in, 12 Pads, 100 Sheets/Pad, Clean Removal, Canary Yellow	13060	615/62	1.0000	DOZ	\$13.92000	\$13.92	02/12/2024
							Schedule Total	<input type="text" value="\$13.92"/>
							ReqID: 0000045910	
							Item Total for Line # 3	<input type="text" value="\$13.92"/>
4-1	Item # 450316 - uni-ball® Signo Gel RT ₂ Retractable Pens, Medium Point, 0.7 mm, Silver Barrel, Blue Ink, Pack Of 12 Pens	13060	620/80	1.0000	DOZ	\$10.26000	\$10.26	02/12/2024
							Schedule Total	<input type="text" value="\$10.26"/>
							ReqID: 0000045910	
							Item Total for Line # 4	<input type="text" value="\$10.26"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Item # 8013113 - Sharpie S Gel Pens, Medium Point, 0.7 mm, Black Barrel, Black Ink, Pack Of 12 Pens	13060	620/80	2.0000	DOZ	\$17.99000	\$35.98	02/12/2024
							Schedule Total	<input type="text" value="\$35.98"/>
							RegID: 0000045910	
							Item Total for Line # 5	<input type="text" value="\$35.98"/>
6-1	Item # 978471 - Scotch® Multipurpose Scissors, 8", Pointed, Gray/Red	13060	605/69	1.0000	EA	\$4.63000	\$4.63	02/12/2024
							Schedule Total	<input type="text" value="\$4.63"/>
							RegID: 0000045910	
							Item Total for Line # 6	<input type="text" value="\$4.63"/>
7-1	Item # 633984 - Office Depot® Brand #10 Security Envelopes, 4-1/8" x 9-1/2", Clean Seal, White, Box Of 500	13060	310/24	2.0000	BOX	\$17.69000	\$35.38	02/12/2024
							Schedule Total	<input type="text" value="\$35.38"/>
							RegID: 0000045910	
							Item Total for Line # 7	<input type="text" value="\$35.38"/>
8-1	Item # 879453 - Westcott® Titanium-Bonded Scissors, 8", Pointed, Gray/Purple	13060	605/69	1.0000	EA	\$27.99000	\$27.99	02/12/2024
							Schedule Total	<input type="text" value="\$27.99"/>
							RegID: 0000045910	
							Item Total for Line # 8	<input type="text" value="\$27.99"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Item # 927815 - Fiskars® Softgrip® Titanium Scissors, 8", Pointed, Black/Orange	13060	605/69	1.0000	EA	\$15.89000	\$15.89	02/12/2024
							Schedule Total	<input type="text" value="\$15.89"/>
							RegID: 0000045910	
							Item Total for Line # 9	<input type="text" value="\$15.89"/>
10-1	Item # 822593 - Westcott® Titanium Bonded Non-Stick Scissors, 8", Pointed, Gray/Yellow, Pack Of 2	13060	605/69	26.9900	PAK	\$1.00000	\$26.99	02/12/2024
							Schedule Total	<input type="text" value="\$26.99"/>
							RegID: 0000045910	
							Item Total for Line # 10	<input type="text" value="\$26.99"/>
11-1	Item # 139117 - Pilot® Dr. Grip Retractable Gel Rollerball Pen, Fine Point, 0.7 mm, Assorted Barrel, Black Ink	13060	620/80	2.0000	EA	\$9.99000	\$19.98	02/12/2024
							Schedule Total	<input type="text" value="\$19.98"/>
							RegID: 0000045910	
							Item Total for Line # 11	<input type="text" value="\$19.98"/>
							Total PO Amount	<input type="text" value="\$266.38"/>

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.

Authorized Signature
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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

Sonya Bebley, CTCD, CTCM

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01/29/2024