



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002725

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 02/29/2024 **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: STAPLES PRINT SOLUTIONS
STAPLES CONTRACT & COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
DALLAS TX 75266-0409
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: 1043390816 027

Purchaser: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@twc.texas.gov

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 Staples Contract and Commerical corresponding Quote dated 02/28/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30/2024 (ATTACHMENT I) apply to this order.

Delivery Terms: 3-5 Business Days ARO

TWC POC:

Name: Lynnette Swonke

Tel: 512-377-0327

E-mail: lynnette.swonke@twc.texas.gov

Vendor Contact-

Name:

Tel: 800-540-2765

E-mail: support_we@staples.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

4800 N Lamar Blvd.

Austin TX 78756

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

02/29/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item # 811028 - Roaring Spring Paper Products Enviroshades Notepad, 5" x 8.25", Legal Ruled, 6/Pack (74220)	13060	615/62	6.0000	EA	\$19.44000	\$116.64	03/06/2024
							Schedule Total	\$116.64
						ReqID: 0000046270		
							Item Total for Line # 1	\$116.64
2-1	Item #: 24558017 Model #: 74143 - Roaring Spring Paper Products Legal Pads, Recycled Orchid Paper, 8.5" x 11.75", 50 Sheets/Pad, 3 Pads/Pack (74143)	13060	615/62	1.0000	PAK	\$26.71000	\$26.71	03/06/2024
							Schedule Total	\$26.71
						ReqID: 0000046270		
							Item Total for Line # 2	\$26.71
3-1	Item #: 24558016 Model #: 74123 - Roaring Spring Paper Products 8.5" x 11.75" Legal Pads, Recycled Blue Paper, 50 Sheets/Pad, 3 Pads/Pack (74123)	13060	615/62	1.0000	PAK	\$26.71000	\$26.71	03/06/2024
							Schedule Total	\$26.71
						ReqID: 0000046270		
							Item Total for Line # 3	\$26.71

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Item #: 24558014 Model #: 74153 - Roaring Spring Paper Products 8.5" x 11.75" Legal Pads, Recycled Pink Paper, 50 Sheets/Pad, 3 Pads/Pack (74153)	13060	615/62	1.0000	PAK	\$26.71000	\$26.71	03/06/2024
							Schedule Total	<input type="text" value="\$26.71"/>
							ReqID: 0000046270	
							Item Total for Line # 4	<input type="text" value="\$26.71"/>
5-1	Item #: 24298718 Model #: 4423-15SSMIA - Post-it Super Sticky Notes, Supernova Neons Collection, 45 Sheet/Pad, 15 Pads/Pack (4423-15SSMIA)	13060	615/62	9.0000	EA	\$14.76000	\$132.84	03/06/2024
							Schedule Total	<input type="text" value="\$132.84"/>
							ReqID: 0000046270	
							Item Total for Line # 5	<input type="text" value="\$132.84"/>
6-1	Item #: 558255 Model #: 654-10SSCY - Post-it Super Sticky Notes, 3" x 3", Canary Collection, 90 Sheet/Pad, 10 Pads/Pack (654-10SSCY)	13060	615/62	9.0000	PAK	\$17.23000	\$155.07	03/06/2024
							Schedule Total	<input type="text" value="\$155.07"/>
							ReqID: 0000046270	
							Item Total for Line # 6	<input type="text" value="\$155.07"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Item #: 24364894 Model #: 21832066b - JAM Paper Circular Small Paper Clips, Teal, 2 Packs of 50 (21832066B)	13060	615/69	1.0000	PAK	\$21.32000	\$21.32	03/06/2024
							Schedule Total	<input type="text" value="\$21.32"/>
						ReqID: 0000046270		
							Item Total for Line # 7	<input type="text" value="\$21.32"/>
8-1	Item #: 24052400 Model #: 21632818 - JAM Paper Bulldog Clip, Purple, 25/Pack (21632818)	13060	615/69	1.0000	EA	\$15.89000	\$15.89	03/06/2024
							Schedule Total	<input type="text" value="\$15.89"/>
						ReqID: 0000046270		
							Item Total for Line # 8	<input type="text" value="\$15.89"/>
9-1	Item #: 1268259 Model #: 108620 - Poppin Medium Paper Clips, Assorted Colors, 50/Box (108620)	13060	615/69	1.0000	EA	\$7.39000	\$7.39	03/06/2024
							Schedule Total	<input type="text" value="\$7.39"/>
						ReqID: 0000046270		
							Item Total for Line # 9	<input type="text" value="\$7.39"/>
							Total PO Amount	<input type="text" value="\$529.28"/>

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
Sonya Babley, CTCD, CTCM
 Sonya Babley, CTCD, CTCM
 02/29/2024



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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 Babley, CTCD, CTCM

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02/29/2024