



Procurement and Contracts
 Texas SmartBuy PO # 24155585
 Business Unit # 320AD
 Purchase Order # 24-0003209

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** X **PO Date:** 04/15/2024 **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 INC
 DBA STAPLES CONTRACT AND COMMERCIAL LLC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
United States

Ship To: Texas Workforce Commission
 3320 PHOENIX DR
 FORT WORTH TX 76116
 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: 1042896127 020

Purchaser: Michael Kagan
Phone: (737) 400-5664
Fax:
Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Contract Details: 615-C!
 Start Date: 8/31/2023
 End Date: 12/31/2024

Texas Smart Buy
 Vendor Contact- Staples

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #.

Best Value awarded in accordance with Texas Gov. Code, Title 10, Subtitle D, Chapter 2155, Section 2155.074

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised dated 1/30/24 (ATTACHMENT 1)

TWC Contact
 Name: Sharon Figueroa
 Tel: 682-209-0276
 E-mail: sharon.figueroa@twc.texas.gov

Ship to Comments:

Please contact Sharon Figueroa if you have any questions - 682-209-0276

Speed Chart - April 42221

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	163485 Staples Steno Pads, 6" x 9", Gregg Ruled, Green, 80 Sheets/Pad, Dozen Pads/Pack (ST57353)	13060	615/60	3.0000	DOZ	\$19.73000	\$59.19	04/19/2024
							Schedule Total	<input type="text" value="\$59.19"/>
						ReqID: 0000046873		
		MFG Item ID: 163485-1855753						
							Item Total for Line # 1	<input type="text" value="\$59.19"/>

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

04/15/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	512669 Post-it174; Flags Pack, 1" x 1.7", Yellow, 50 Flags/Dispenser, 12 Dispensers/Box (680- YW12)	13060	615/60	3.0000	BOX	\$15.82000	\$47.46	04/19/2024
							Schedule Total	<input type="text" value="\$47.46"/>
					ReqID:			
					0000046873			
					MFG Item ID:			
					512669-1855753			
							Item Total for Line # 2	<input type="text" value="\$47.46"/>
3-1	572049 Post-it174; Flags Pack, 1" x 1.7", Blue, 50 Flags/Dispenser, 12 Dispensers/Box (680- BE12)	13060	615/60	3.0000	BOX	\$15.82000	\$47.46	04/19/2024
							Schedule Total	<input type="text" value="\$47.46"/>
					ReqID:			
					0000046873			
					MFG Item ID:			
					572049-1855753			
							Item Total for Line # 3	<input type="text" value="\$47.46"/>
4-1	512667 Post-it174; Flags Pack, 1" x 1.7", Red, 50 Flags/Dispenser, 12 Dispensers/Box (680- RD12)	13060	615/60	3.0000	BOX	\$15.82000	\$47.46	04/19/2024
							Schedule Total	<input type="text" value="\$47.46"/>
					ReqID:			
					0000046873			
					MFG Item ID:			
					512667-1855753			
							Item Total for Line # 4	<input type="text" value="\$47.46"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	2105804 Post-it174; Super Sticky Notes, 3" x 3", Supernova Neons, 90 Sheets/Pad, 12 Pads/Pack (654-12SSMIA)	13060	615/60	4.0000	PAK	\$8.79000	\$35.16	04/19/2024
							Schedule Total	<input type="text" value="\$35.16"/>
					ReqID: 0000046873			
					MFG Item ID: 2105804-1855753			
							Item Total for Line # 5	<input type="text" value="\$35.16"/>
6-1	490943 Post-it Notes, 4" x 6", Beachside Caf233; Collection, Lined, 100 Sheets/Pad, 5 Pads/Pack.	13060	615/60	8.0000	PAK	\$6.75000	\$54.00	04/19/2024
							Schedule Total	<input type="text" value="\$54.00"/>
					ReqID: 0000046873			
					MFG Item ID: 490943-1855753			
							Item Total for Line # 6	<input type="text" value="\$54.00"/>
7-1	41302 Duracell Coppertop AAA Alkaline Battery, 36/Pack (MN24P36)	13060	615/60	3.0000	PAK	\$34.78000	\$104.34	04/19/2024
							Schedule Total	<input type="text" value="\$104.34"/>
					ReqID: 0000046873			
					MFG Item ID: 041302-1855753			
							Item Total for Line # 7	<input type="text" value="\$104.34"/>
8-1	24298689 Staples174; 4 mil. Filament Tape, 1.9" x 60 yards, 3" Core, 6/Pack (52945)	13060	615/60	2.0000	PAK	\$22.34000	\$44.68	04/19/2024
							Schedule Total	<input type="text" value="\$44.68"/>
					ReqID: 0000046873			
					MFG Item ID: 24298689-1855753			
							Item Total for Line # 8	<input type="text" value="\$44.68"/>
							Total PO Amount	<input type="text" value="\$439.75"/>

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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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04/15/2024