



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0003260

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/18/2024 **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: PERRY OFFICE PRODUCTS INC
P O BOX 1200
TEMPLE TX 76503
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: 1742262229 000

Purchaser: Anna James
Phone:
Fax:
Email: anna.mccorkle@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.

*****PLEASE DO NOT SUBSTITUTE.*****

Per [Perry Office Plus] corresponding attached Quote SO-1557078 dated 04/5/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30.2024 (ATTACHMENT I) apply to this order.

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

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

VENDOR
VID: 1742262229
Perry Office Plus
800-234-6605
michelles@perryop.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above or Word documents only are 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.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

04/21/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	AVT63067 POUCH,3PK, BINDER	13060	525/10	4.0000	PAK	\$7.97000	\$31.88	04/25/2024
							Schedule Total	<input type="text" value="\$31.88"/>
					ReqID: 0000046969			
							Item Total for Line # 1	<input type="text" value="\$31.88"/>
2-1	SOURD18CF PAPER, RESUME,LTR,24#,WHT	13060	645/21	5.0000	BOX	\$23.45000	\$117.25	04/25/2024
							Schedule Total	<input type="text" value="\$117.25"/>
					ReqID: 0000046969			
							Item Total for Line # 2	<input type="text" value="\$117.25"/>
3-1	SAN15001A MARKER, SHARPIE,KING SIZE,BK	13060	160/45	1.0000	DOZ	\$18.17000	\$18.17	04/25/2024
							Schedule Total	<input type="text" value="\$18.17"/>
					ReqID: 0000046969			
							Item Total for Line # 3	<input type="text" value="\$18.17"/>
4-1	Duck General Use Masking Tape 1.88x60 Yard	13060	832/52	1.0000	EA	\$12.45000	\$12.45	04/25/2024
							Schedule Total	<input type="text" value="\$12.45"/>
					ReqID: 0000046969			
							Item Total for Line # 4	<input type="text" value="\$12.45"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	BRTTZE355 TAPE,LABEL, 1",WHT/BLK	13060	832/44	4.0000	EA	\$27.13000	\$108.52	04/25/2024
							Schedule Total	\$108.52
					ReqID: 0000046969			
							Item Total for Line # 5	\$108.52
6-1	BRTTZE651 TAPE,LABEL, 1",BLK/YEL	13060	832/44	4.0000	EA	\$20.82000	\$83.28	04/25/2024
							Schedule Total	\$83.28
					ReqID: 0000046969			
							Item Total for Line # 6	\$83.28
7-1	BRTTZE151 TAPE,LABEL, 1",BLK/CLR	13060	832/44	4.0000	EA	\$19.72000	\$78.88	04/25/2024
							Schedule Total	\$78.88
					ReqID: 0000046969			
							Item Total for Line # 7	\$78.88
8-1	BRTTZE251 TAPE,LABEL, 1",BLK/WHT	13060	832/44	2.0000	EA	\$20.74000	\$41.48	04/25/2024
							Schedule Total	\$41.48
					ReqID: 0000046969			
							Item Total for Line # 8	\$41.48

Total PO Amount \$491.91

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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04/21/2024



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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

Sonya Babley, CTCD, CTCM

04/21/2024