



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0003757

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** X **PO Date:** 06/03/2024 **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
 3800 PALUXY DR STE 325
 TYLER TX 75703
 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-C1
 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: Etta Coates
 Tel: (903) 236-2381
 E-mail: etta.coates@twc.texas.gov

Ship to Comments:

**DELIVERY INSTRUCTION: Shipment is to be delivered inside of the building. No weekend deliveries

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Avery Laser Address Labels, 1" x 2 5/8", Neon Yellow, 30 Labels/Sheet, 25 Sheets/Pack, 750.	13060	616/60	1.0000	PAK	\$11.54000	\$11.54	06/03/2024
							Schedule Total	<input type="text" value="\$11.54"/>
							ReqID: 0000047542	
							Item Total for Line # 1	<input type="text" value="\$11.54"/>

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

06/03/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Avery Easy Peel Laser Address Labels, 1" x 2-5/8", White, 30 Labels/Sheet, 100 Sheets/Box, 3000.	13060	616/60	1.0000	BOX	\$26.44000	\$26.44	06/03/2024
							Schedule Total	<input type="text" value="\$26.44"/>
					ReqID:			
					0000047542			
							Item Total for Line # 2	<input type="text" value="\$26.44"/>
3-1	Avery Easy Peel Laser Address Labels, 1" x 2-5/8", Clear, 30 Labels/Sheet, 50 Sheets/Box, 1500.	13060	616/60	1.0000	BOX	\$33.39000	\$33.39	06/03/2024
							Schedule Total	<input type="text" value="\$33.39"/>
					ReqID:			
					0000047542			
							Item Total for Line # 3	<input type="text" value="\$33.39"/>
4-1	Oxford Twin Portfolio Folders, Red, 25/Box (OXF 57511)	13060	616/60	12.0000	BOX	\$17.62000	\$211.44	06/03/2024
							Schedule Total	<input type="text" value="\$211.44"/>
					ReqID:			
					0000047542			
							Item Total for Line # 4	<input type="text" value="\$211.44"/>
5-1	Smead Two Pocket Portfolios, Black, 25/BX	13060	616/60	4.0000	BOX	\$20.10000	\$80.40	06/03/2024
							Schedule Total	<input type="text" value="\$80.40"/>
					ReqID:			
					0000047542			
							Item Total for Line # 5	<input type="text" value="\$80.40"/>

Authorized Signature

Sonya Babley, CTCD, CTCM

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06/03/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Oxford Twin Portfolio Folders, Orange, 25/Box (OXF 57510)	13060	616/60	4.0000	BOX	\$17.62000	\$70.48	06/03/2024
							Schedule Total	<input type="text" value="\$70.48"/>
					ReqID: 0000047542			
							Item Total for Line # 6	<input type="text" value="\$70.48"/>

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

Sonya Babley, CTCD, CTCM

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06/03/2024