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Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:

N/A N/A N/A X 07/05/2024 DG Dispatch Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

 Vendor:
 STAPLES PRINT SOLUTIONS
 Ship To:
 Texas Workforce Commission

STAPLES CONTRACT & COMMERCIAL LLC . 4405 SPRINGDALE RD

Bill To:

DBA STAPLES BUSINESS ADVANTAGE RM 678M
PO BOX 660409 AUSTIN TX 78

PO BOX 660409 AUSTIN TX 78723
DALLAS TX 75266-0409 United States

United States

T 14/16 0 . . .

Texas Workforce Commission 101 E 15TH ST

APPO@twc.texas.gov or

**Vendor ID**: 1043390816 027 RM 470

Purchaser: Yvonne K Franklin AUSTIN TX 78778-0001

Phone:
United States

Fax:

Email: yvonne.franklin@twc.texas.gov TWC Prefers Electronic Submission

#### PO Information:

"\*\*DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 04208706 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 07/05/2023) - Optional for offline sale vendors. FOR PAYMENT PROCESSING PURPOSES ONLY\*\* Purchase Order issue in accordance to TXMAS contracts: 34 TX Admin. Code 20.231-.233 for Multiple Award Schedule.

TXMAS Contract: 615-C1 Contract start date: 08/31/2023 Contract end date: 12/31/2024

Delivery Terms: 15 Days ARO

Contract Manager -Name: Brittany Harlow

Phone:

Email: brittany.harlow@twc.texas.gov

Contact Name: support\_we@staples.com Email: Yorka.Velasco-Caballero@staples.com

Phone: (800) 540-2765

Alternate Contact Name: Yorka Velasco-Caballero Alternate Email: Yorka.Velasco-Caballero@staples.com

Alternate Phone: (210) 823-2056

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF 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 will 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:**

Commission Appeals Rm 678

**Ship to Comments:** 

Commission Appeals RM 678

**Authorized Signature** 

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

07/05/2024



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Line-Sch: 1-1	Line Description: Stanley174; Bostitch Heavy-Duty Staples, 3/8"	<b>PCA:</b> 13069	<b>Class/Item:</b> 615/81	Quantity: 6.0000	UOM: BOX	<b>Unit Price:</b> \$3.85000	Extended Amt: \$23.10	<b>Due Date:</b> 07/05/2024
					RegID: 000004	7746	Schedule Total	\$23.10
						Item 1	Total for Line # 1	\$23.10
Line-Sch: 2-1	Line Description: ACCO 3 Economy Paper Clips, Silver, 100/Box, 10 Boxes/Pack (72320)	<b>PCA:</b> 13069	<b>Class/Item:</b> 615/69	<b>Quantity:</b> 6.0000	UOM: PAK	<b>Unit Price:</b> \$7.91000	Extended Amt: \$47.46	Due Date: 07/05/2024
l					ReqID: 000004	7746	Schedule Total	\$47.46
						Item 7	Total for Line # 2	\$47.46
<b>Line-Sch</b> : 3-1	Line Description: ACCO Economy 1 Paper Clips, Silver, 100/Box, 10 Boxes/Pack (A7072380)	<b>PCA</b> : 13069	<b>Class/Item:</b> 615/69	Quantity: 6.0000	UOM: BOX	<b>Unit Price:</b> \$6.77000	Extended Amt: \$40.62	Due Date: 07/05/2024
	BOXES/I BUN (ATOTZSOO)				ReqID: 000004	7746	Schedule Total	\$40.62
						Item 1	Total for Line # 3	\$40.62
Line-Sch: 4-1	<b>Line Description:</b> Avery Print-On Printable Paper	<b>PCA:</b> 13069	<b>Class/Item:</b> 615/39	Quantity: 4.0000	UOM: SET	<b>Unit Price:</b> \$4.20000	Extended Amt: \$16.80	<b>Due Date:</b> 07/05/2024
					RegID: 000004	7746	Schedule Total	\$16.80
						Item 1	Total for Line # 4	\$16.80

Authorized Signature Sonya Bebley, CTCD, CTCM

Sonya Behley, CTCD, CTCM

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Line-Sch: 5-1	Line Description: Staples Heavyweight Sheet Protectors, Clear,	<b>PCA</b> : 13069	<b>Class/Item:</b> 615/05	Quantity: 4.0000	UOM: BOX	<b>Unit Price:</b> \$7.73000	Extended Amt: \$30.92	<b>Due Date:</b> 07/05/2024
	100/Box (31866)				ReqID: 0000047	7746	Schedule Total	\$30.92
						Item	Total for Line # 5	\$30.92
<b>Line-Sch:</b> 6-1	Line Description: Smead Manila File Folder, 1/3-Cut Tab, Letter Size, Manila, 100/Box (10330)	<b>PCA:</b> 13069	Class/Item: 615/45	Quantity: 1.0000	UOM: BOX RegID:	<b>Unit Price:</b> \$23.62000	Extended Amt: \$23.62 Schedule Total	<b>Due Date:</b> 07/05/2024 \$23.62
line O.	Line December	DO.	Oleve "	0	0000047	ltem	Total for Line # 6	\$23.62
Line-Sch: 7-1	Line Description: Scotch174; Permanent Double Sided Tape w/Refillable Dispenser, 1/2" x 6.94 yds., 1" Core, 1.	<b>PCA:</b> 13069	Class/Item: 615/88	<b>Quantity:</b> 2.0000	UOM: ROL	<b>Unit Price:</b> \$1.75000	Extended Amt: \$3.50	<b>Due Date:</b> 07/05/2024
					<u><b>ReqID:</b></u> 0000047	7746	Schedule Total	\$3.50
						Item	Total for Line # 7	\$3.50
<b>Line-Sch:</b> 8-1	Line Description: Scotch Heavy Duty Packing Tape, 1.88" x 54.6 yds., Clear, 3/Pack (39503)	<b>PCA</b> : 13069	<b>Class/Item:</b> 615/88	<b>Quantity:</b> 2.0000	UOM: PAK	<b>Unit Price:</b> \$15.04000	Extended Amt: \$30.08	<b>Due Date:</b> 07/05/2024
					<u><b>ReqID:</b></u> 0000047	7746	Schedule Total	\$30.08
						ltem	Total for Line # 8	\$30.08
							Total PO Amount	\$216.10

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

Sonva Robley CTCD CTC

07/05/2024



#### 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** 

Sonva Beblev CTCD CTCA

Sonya Bebley, CTCD, CTCM

07/05/2024

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