



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 20-0000514  
 Purchase Order Change Notice (# 1)

Payment Terms: **N/A** Freight Terms: **N/A** Ship Via: **N/A** PCC: **Q** Date: **09/01/19** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **01/27/20**

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

**Vendor:** NEOPOST USA INC  
 DEPT 3682  
 PO BOX 123682  
 DALLAS TX 75312-0001  
**United States**

**Ship To:** Texas Workforce Commission  
 4405 SPRINGDALE RD  
 RM 0108M  
 AUSTIN TX 78723  
 United States

**Bill To:** APPO@twc.state.tx.us or  
 Texas Workforce Commission  
 101 E 15TH ST  
 RM 446  
 AUSTIN TX 78778-0001  
 United States

**Vendor ID:** 1942388882

**Purchaser:** Wilma J Richard  
**Phone:** 512 936 3328  
**Fax:** 512 475 3502  
**Email:** wilma.richard@twc.state.tx.us

**TWC Prefers Electronic Submission**

**PO Information:**

Funds need to fill Neopost Meters postage accounts  
 Legal Cite: State agency mail operations are governed by state statute and administrative rules. Tex. Gov't Code Ann., Ch. 2176, Vernon 2000 Supp. (2006); 1 Tex Administrative Code Sec. 117.31 (2006); See also Tex. Gov't Code Ann. Sec. 2113.103; General Appropriations Act, S.B. 1, 79th Leg., Art. Ix, Sec. 6.15 (2005).

Contract term: September 1, 2019 through August 31, 2020  
 TWC POC: Tony Blanch IV-Antonio.blanch@twc.state.tx.us, (512) 927-0002 X 1202  
 Solicitation Type (competitive or non-competitive) Award(form of agreement) Procurement # Required Contract Record(s) Required

Informal Request for Quote: \$14-25k PO - one-time purchase Yes Yes  
 Required for Mail Services operations

Procurement Number

Fiscal Year 2020  
 Procurement# 3202000200 created 01/23/2020; awaiting Contract ID from ECPS --wr

1/27/2020 wr POCN : Purchasing - PO Copy Link to Contract Record 3120ADM060; contract ID 0000002748

Authorized Signature

**01/27/2020**



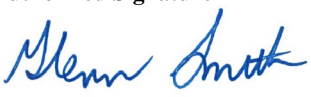
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	FY20 Neopost Postage Funds for Sept 2019	985/54	1.0000	LOT	\$2,500.00000	\$2,500.00	08/31/2020
						<b>Schedule Total</b>	\$2,500.00
<b>Contract ID:</b> 3120ADM060				<b>ReqID:</b> 0000023128			
						<b>Item Total for Line # 1</b>	\$2,500.00
2- 1	FY20 Neopost Postage Funds for Oct-Aug 2020	985/54	1.0000	LOT	\$22,000.00000	\$22,000.00	08/31/2020
						<b>Schedule Total</b>	\$22,000.00
<b>Contract ID:</b> 3120ADM060				<b>ReqID:</b> 0000023128			
						<b>Item Total for Line # 2</b>	\$22,000.00
						<b>Total PO Amount</b>	\$24,500.00

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  
  
 01/27/2020