



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0004629

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:  
 N/A N/A N/A E 07/19/2023 DG Dispatch Via Print

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

Vendor: ODP BUSINESS SOLUTIONS LLC  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 United States

Ship To: Texas Workforce Commission  
 3311 RICHMOND AVE STE 175  
 HOUSTON TX 77098  
 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: 1862161688 001

Purchaser: Gregory Kolz  
 Phone: (737) 400-5673  
 Fax:  
 Email: gregory.kolz@twc.texas.gov

TWC Prefers Electronic Submission

**PO Information:**

Delegated Purchase \$10000 or Less

Pricing per ODP website pricing for TWC account

**Ship to Comments:**

Inside Delivery Only: 9:00 am to 4:00 pm. Silvia Martinez  
 281-627-5495

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	400938 Really Useful Box® Plastic Storage Container, 8.1 Liters, 14" x 11" x 5", Clear #400938		615/17	2.0000	EA	\$7.76000	\$15.52	07/24/2023
							Schedule Total	\$15.52
					ReqID:	0000043170		
							Item Total for Line # 1	\$15.52

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	452333 Really Useful Box® Plastic Storage Container With Built-In Handles And Snap Lid, 1.75 Liters, 9 1/2" x 7" x 3", Clear #452333		615/17	3.0000	EA	\$7.87000	\$23.61	07/24/2023
							Schedule Total	\$23.61
					ReqID:	0000043170		
							Item Total for Line # 2	\$23.61

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

07/19/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	108393 Office Depot® Brand Mobile Folding Cart With Lid, 16"H x 18"W x 15"D, Blue #108393		615/17	1.0000	EA	\$26.08000	\$26.08	07/24/2023
							<b>Schedule Total</b>	<input type="text" value="\$26.08"/>
					<b>ReqID:</b> 0000043170			
							<b>Item Total for Line # 3</b>	<input type="text" value="\$26.08"/>
4-1	1592663954 Neenah Exact Index Premium Card Stock, 8.5" x 11", 110 Lb, FSC® Certified, White, Pack Of 250 Sheets, 348359		615/35	2.0000	PKG	\$5.62000	\$11.24	07/24/2023
							<b>Schedule Total</b>	<input type="text" value="\$11.24"/>
					<b>ReqID:</b> 0000043170			
							<b>Item Total for Line # 4</b>	<input type="text" value="\$11.24"/>
5-1	1592663954 Neenah Exact Index Premium Card Stock, 8.5" x 11", 110 Lb, FSC® Certified, White, Pack Of 250 Sheets Item# 424134		615/35	1.0000	EA	\$6.66000	\$6.66	07/24/2023
							<b>Schedule Total</b>	<input type="text" value="\$6.66"/>
					<b>ReqID:</b> 0000043170			
							<b>Item Total for Line # 5</b>	<input type="text" value="\$6.66"/>

Authorized Signature

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6-1	714071 Avery® Heavyweight Sheet Protectors With Easy Load, 8-1/2" x 11", Diamond Clear, 100 #714071 Document Protectors		615/80	4.0000	BOX	\$19.99000	\$79.96	07/24/2023
							Schedule Total	\$79.96
					ReqID:			
					0000043170			
							Item Total for Line # 6	\$79.96
7-1	324253 Avery® Top-Loading Nonstick Sheet Protectors, Standard, Box Of 100 #324253		615/80	4.0000	BOX	\$19.99000	\$79.96	07/24/2023
							Schedule Total	\$79.96
					ReqID:			
					0000043170			
							Item Total for Line # 7	\$79.96
8-1	165076 Office Depot® Brand Plastic Clipboard, 9" x 12- 1/2", Assorted Colors (No Color Choice) #165076		615/25	4.0000	EA	\$5.96000	\$23.84	07/24/2023
							Schedule Total	\$23.84
					ReqID:			
					0000043170			
							Item Total for Line # 8	\$23.84
9-1	818964 Sparco® 3-Compartment Desktop Storage Organizer, 12"H x 12"W x 9 7/16"D, Clear #818964		615/33	3.0000	EA	\$31.16000	\$93.48	07/24/2023
							Schedule Total	\$93.48
					ReqID:			
					0000043170			
							Item Total for Line # 9	\$93.48

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	818982 Sparco® 2-Drawer Storage Desk Organizer, 6"H x 6"W x 6"D, Clear Item #818982		615/33	4.0000	EA	\$13.57000	\$54.28	07/24/2023
							<b>Schedule Total</b>	<input type="text" value="\$54.28"/>
					<b>ReqID:</b> 0000043170			
							<b>Item Total for Line # 10</b>	<input type="text" value="\$54.28"/>

**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*  
 Sonya Babley, CTCD, CTCM  
 07/19/2023