



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002669

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 02/27/2024 **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 PRINT SOLUTIONS
STAPLES CONTRACT & COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
DALLAS TX 75266-0409
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: 1043390816 027

Purchaser: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@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.

Per Staples online 2/27/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30/2024 (ATTACHMENT I) apply to this order.

Delivery Terms: 3-5 Business Days ARO

TWC POC:

Name: Lynnette Swonke

Tel: 512-377-0327

E-mail: lynnette.swonke@twc.texas.gov

Vendor Contact:

Name:

Tel:

E-mail: support_we@staples.com

Submit invoices via email to APPO@TWC.texas.gov and the TWC POC listed above. PDF or Word Documents are only 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.

Ship to Comments:

CCRC- LYNNETTE SWONKE 4800 N. LAMAR BLVD. AUSTIN TX 78756

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

02/27/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item #: 2609668 Model #: 16130 - Avery Big Tab Write & Erase Plastic Dividers, 8 Tabs, Bright Multicolor (16130)	13060	615/39	50.0000	EA	\$7.39000	\$369.50	03/06/2024
							Schedule Total	\$369.50
							ReqID: 0000046270	
							Item Total for Line # 1	\$369.50
2-1	Item #: 263122 Model #: 104083B - JAM Paper® Colored 24lb Paper, 8.5 x 11, Green Recycled, 500 Sheets/Ream (104083B)	13060	645/21	1.0000	RM	\$58.99000	\$58.99	03/06/2024
							Schedule Total	\$58.99
							ReqID: 0000046270	
							Item Total for Line # 2	\$58.99
3-1	Item #: 263121 Model #: 101592B - JAM Paper® Colored 24lb Paper, 8.5 x 11, Blue Recycled, 500 Sheets/Ream (101592B)	13060	645/21	1.0000	RM	\$58.99000	\$58.99	03/06/2024
							Schedule Total	\$58.99
							ReqID: 0000046270	
							Item Total for Line # 3	\$58.99
4-1	Item #: 24565101 Model #: 184931g - JAM PAPER 30% Recycled 8.5" x 11" Colored Paper, 24lb, Ultra Fuchsia Pink, 200 Sheets/Pack (184931G)	13060	645/21	5.0000	PAK	\$27.99000	\$139.95	03/06/2024
							Schedule Total	\$139.95
							ReqID: 0000046270	
							Item Total for Line # 4	\$139.95

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5-1	Item #: 263120 Model #: 103655B - JAM Paper® Smooth Colored Paper, 24 lbs., 8.5" x 11", Orange Recycled, 500 Sheets/Ream (103655B)	13060	645/21	1.0000	RM	\$58.99000	\$58.99	03/06/2024
							Schedule Total	<input type="text" value="\$58.99"/>
							ReqID:	
							0000046270	
							Item Total for Line # 5	<input type="text" value="\$58.99"/>
6-1	Item #: 233510 Model #: ST50989-CC - Staples 4" x 6" Index Cards, Lined, White, 500/Pack (TR50989)	13060	615/35	1.0000	PAK	\$15.79000	\$15.79	03/06/2024
							Schedule Total	<input type="text" value="\$15.79"/>
							ReqID:	
							0000046270	
							Item Total for Line # 6	<input type="text" value="\$15.79"/>
7-1	Item #: 233478 Model #: ST51006-CC - Staples 5" x 8" Index Cards, Lined, White, 500/Pack (TR51006) Item #: 233478 Model #: ST51006-CC	13060	615/35	1.0000	PAK	\$16.99000	\$16.99	03/06/2024
							Schedule Total	<input type="text" value="\$16.99"/>
							ReqID:	
							0000046270	
							Item Total for Line # 7	<input type="text" value="\$16.99"/>

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8-1	Item #: 233601 Model #: ST51009-CC - Staples 3" x 5" Index Cards, Lined, White, 500/Pack (TR51009) Item #: 233601 Model #: ST51009-CC	13060	615/35	1.0000	PAK	\$10.89000	\$10.89	03/06/2024
							Schedule Total	<input type="text" value="\$10.89"/>
							ReqID: 0000046270	
							Item Total for Line # 8	<input type="text" value="\$10.89"/>
9-1	Item #: 762410 Model #: 76009 - Avery Business Card Pages, 3-Hole Punched, 8.5" x 11", Clear, 10/Pack (76009)	13060	080/25	50.0000	PAK	\$6.79000	\$339.50	03/06/2024
							Schedule Total	<input type="text" value="\$339.50"/>
							ReqID: 0000046270	
							Item Total for Line # 9	<input type="text" value="\$339.50"/>
10-1	Item #: 379238 Model #: 2233317456 - JAM Paper® Italian Leather Business Card Holder Case with Round Flap, Black, Sold Individually (2233317456)	13060	080/25	100.0000	EA	\$16.99000	\$1,699.00	03/06/2024
							Schedule Total	<input type="text" value="\$1,699.00"/>
							ReqID: 0000046270	
							Item Total for Line # 10	<input type="text" value="\$1,699.00"/>
11-1	Item #: 272965 Model #: CHLBC10 - Charles Leonard Binder Clip, Large, 9/Bundle (CHLBC10-10)	13060	615/69	5.0000	BND	\$42.69000	\$213.45	03/06/2024
							Schedule Total	<input type="text" value="\$213.45"/>
							ReqID: 0000046270	
							Item Total for Line # 11	<input type="text" value="\$213.45"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	Item #: 646092 Model #: ST28624/28624 - Staples Economy Rubber Bands, #19, 1/4 lb. Bag, 375/Pack (28624-CC)	13060	615/75	3.0000	PAK	\$3.79000	\$11.37	03/06/2024
							Schedule Total	<input type="text" value="\$11.37"/>
					ReqID: 0000046270			
							Item Total for Line # 12	<input type="text" value="\$11.37"/>
13-1	Item #: 511378 Model #: ST28614/28614 - Staples Economy Rubber Bands, 1/4 Lb. Resealable Bag, 200/Pack (28614-CC)	13060	615/75	5.0000	PAK	\$5.19000	\$25.95	03/06/2024
							Schedule Total	<input type="text" value="\$25.95"/>
					ReqID: 0000046270			
							Item Total for Line # 13	<input type="text" value="\$25.95"/>
14-1	Item #: 80414 Model #: 57538EE - Oxford Twin Portfolio Folders, Dark Blue, 25/Box (OXF 57538)	13060	615/43	5.0000	BOX	\$26.79000	\$133.95	03/06/2024
							Schedule Total	<input type="text" value="\$133.95"/>
					ReqID: 0000046270			
							Item Total for Line # 14	<input type="text" value="\$133.95"/>
15-1	Item #: 476882 Model #: 11906 - Avery Big Tab Insertable Plastic Dividers with 2 Pockets, 5 Tabs, Multicolor (11906)	13060	615/39	50.0000	SET	\$6.99000	\$349.50	03/06/2024
							Schedule Total	<input type="text" value="\$349.50"/>
					ReqID: 0000046270			
							Item Total for Line # 15	<input type="text" value="\$349.50"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
16-1	Item #: 813192 Model #: HAM104307 - Hammermill Colors Multipurpose Paper, 24 lbs., 8.5" x 11", Canary, 500 Sheets/Ream (104307)	13060	645/33	1.0000	RM	\$18.89000	\$18.89	03/06/2024
							Schedule Total	<input type="text" value="\$18.89"/>
							ReqID: 0000046270	
							Item Total for Line # 16	<input type="text" value="\$18.89"/>
17-1	Item #: 488199 Model #: RD18ICF Southworth 8.5" x 11" Resume Paper, 32 Lbs., Wove, 100/Pack (RD18ICF)	13060	615/60	1.0000	PAK	\$26.99000	\$26.99	03/06/2024
							Schedule Total	<input type="text" value="\$26.99"/>
							ReqID: 0000046270	
							Item Total for Line # 17	<input type="text" value="\$26.99"/>
18-1	Item #: 488198 Model #: RD18CF - Southworth Resume Paper, 8.5" x 11", 32 lb., Wove-Finish, White, 100 Sheets/Pack (RD18CF) Item #: 488198 Model #: RD18CF	13060	615/60	1.0000	PAK	\$26.49000	\$26.49	03/06/2024
							Schedule Total	<input type="text" value="\$26.49"/>
							ReqID: 0000046270	
							Item Total for Line # 18	<input type="text" value="\$26.49"/>
							Total PO Amount	<input type="text" value="\$3,575.18"/>

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.

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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

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