



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0002669  
 Purchase Order Change Notice (# 1)

**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:** 02/29/2024

**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:**

POCN1 to provide the correct pricing (contract price) for the items which have the incorrect pricing listed. MLO 2/29/2024

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

**02/29/2024**



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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	\$7.58000	\$379.00	03/06/2024
							Schedule Total	\$379.00
							ReqID:	0000046270
							Item Total for Line # 1	\$379.00
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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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
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
							<b>Schedule Total</b>	<input type="text" value="\$58.99"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 5</b>	<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	\$16.10000	\$16.10	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$16.10"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 6</b>	<input type="text" value="\$16.10"/>
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	\$17.43000	\$17.43	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$17.43"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 7</b>	<input type="text" value="\$17.43"/>

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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	\$11.17000	\$11.17	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$11.17"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 8</b>	<input type="text" value="\$11.17"/>
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	\$6.93000	\$346.50	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$346.50"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 9</b>	<input type="text" value="\$346.50"/>
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
							<b>Schedule Total</b>	<input type="text" value="\$1,699.00"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 10</b>	<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	\$43.80000	\$219.00	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$219.00"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 11</b>	<input type="text" value="\$219.00"/>

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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	\$3.89000	\$11.67	03/06/2024
							Schedule Total	\$11.67
					ReqID:			
					0000046270			
							Item Total for Line # 12	\$11.67
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	\$5.32000	\$26.60	03/06/2024
							Schedule Total	\$26.60
					ReqID:			
					0000046270			
							Item Total for Line # 13	\$26.60
14-1	Item #: 80414   Model #: 57538EE - Oxford Twin Portfolio Folders, Dark Blue, 25/Box (OXF 57538)	13060	615/43	5.0000	BOX	\$27.49000	\$137.45	03/06/2024
							Schedule Total	\$137.45
					ReqID:			
					0000046270			
							Item Total for Line # 14	\$137.45
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	\$7.17000	\$358.50	03/06/2024
							Schedule Total	\$358.50
					ReqID:			
					0000046270			
							Item Total for Line # 15	\$358.50

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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
							<b>Schedule Total</b>	<input type="text" value="\$18.89"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 16</b>	<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
							<b>Schedule Total</b>	<input type="text" value="\$26.99"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 17</b>	<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
							<b>Schedule Total</b>	<input type="text" value="\$26.49"/>
							<b>ReqID:</b> 0000046270	
							<b>Item Total for Line # 18</b>	<input type="text" value="\$26.49"/>
							<b>Total PO Amount</b>	<input type="text" value="\$3,611.71"/>

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  
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 Sonya Babley, CTCD, CTCM  
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Page: 7 of 7

**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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