



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0000490

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** C **PO Date:** 09/01/2024 **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: PITNEY BOWES PRESORT SERVICES LLC
DBA PITNEY BOWES INC
PO BOX 371896
PITTSBURGH PA 15250-7896
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 0108M
AUSTIN TX 78723
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: 1470794215 003

Purchaser: Rubyna M Ochoa

Phone: (737) 295-0317

Fax:

Email: rubyna.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Purchase from SPD Managed Term contracts using the agency's internal requisition/Purchase forms in accordance to 34 TX ADMIN CODE 20.220 - TERM CONTRACTS.

Term Contract 915-M1 Contract start date: 8/31/2017 Contract end date: 8/31/2025

Contract Manager/Delivery Contact -

Name: Antonio Blanch

Tel: +1 (512) 936-3327

E-mail: antonio.blanch@twc.texas.gov

Vendor Contact -

Name: Michelle Palomino

Tel: (713) 568-2788

E-mail: michelle.palomino@pb.com

Delivery Contact: [Antonio Blanch +1 (512) 936-3327]

Delivery Hours: Mon-Fri 8:00AM-4:30PM

Delivery Terms: 30 Days ARO

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 TXSMB PO and TWC PO Internal Tracking #.

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.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

08/29/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY25 Pitney Bowes Presort services Letter Sept 24	13069	985/54	1.0000	LOT	\$80.00000	\$80.00	09/01/2024
							Schedule Total	\$80.00
							ReqID:	0000048244
							Item Total for Line # 1	\$80.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FY25 Pitney Bowes Presort services Move update Sept 24	13069	985/54	1.0000	LOT	\$10.00000	\$10.00	09/01/2024
							Schedule Total	\$10.00
							ReqID:	0000048244
							Item Total for Line # 2	\$10.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	FY25 Pitney Bowes Presort services letter Oct- Aug 25	13069	985/54	1.0000	LOT	\$970.00000	\$970.00	09/01/2024
							Schedule Total	\$970.00
							ReqID:	0000048244
							Item Total for Line # 3	\$970.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	FY25 Pitney Bowes Presort services Move update Oct-Aug 25	13069	985/54	1.0000	LOT	\$140.00000	\$140.00	09/01/2024
							Schedule Total	\$140.00
							ReqID:	0000048244
							Item Total for Line # 4	\$140.00

Total PO Amount \$1,200.00

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.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

08/29/2024



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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

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

08/29/2024