



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002355

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 02/26/2025 **PO End Date:** **PO Method:** AT **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
2810 E MLK JR BLVD
AUSTIN TX 78702-1544
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: Rubyna M Ochoa

Phone: (737) 295-0317

Fax:

Email: rubyna.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25079136 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 02/26/2025) - FOR PAYMENT PROCESSING PURPOSES ONLY****

Purchase Order issue in accordance to Term contracts: 34 TX Admin. Code 20.220

TERM Contract 615-C1
Contract start date: 8/31/2023
Contract end date: 12/31/2025

Delivery Terms: 10 Days ARO

TWC POC-
Name: Tim Weinrick
Phone: +1 (512) 936-4092
Email: timothy.weinrick@twc.texas.gov

Vendor Contact -
Name: Lamar R. Garcia OR Eric Kramer
Phone: (956) 357-6075
Email: lamar.garcia@staples.com OR eric.kramer@staples.com

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 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 will 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 Procurement Contract Services.

Ship to Comments:

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Advantus ID Badge Holders, Clear, 25/Box (76076)	13802	080/10	1.0000	BOX	\$13.60000	\$13.60	02/26/2025
							Schedule Total	\$13.60
							RegID: 0000050846	
							Item Total for Line # 1	\$13.60

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Advantus Badge Reels, Black/Silver, 12/Box (75406)	13802	080/10	2.0000	BOX	\$52.42000	\$104.84	02/26/2025
							Schedule Total	\$104.84
							Item Total for Line # 2	
							\$104.84	
3-1	Staples File Folder, 1/3 Cut, Letter Size, Manila, 100/Box (TR246850)	13802	615/45	15.0000	BOX	\$22.56000	\$338.40	02/26/2025
							Schedule Total	\$338.40
							Item Total for Line # 3	
							\$338.40	
							Total PO Amount	\$456.84

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.