



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002691
Purchase Order Change Notice (# 1)

Page: 1 of 4

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 03/26/2025 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 03/26/2025

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

Vendor: PERRY OFFICE PRODUCTS INC
DBA PERRY
PO BOX 1200
TEMPLE TX 76503-1200
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: 1742262229 003

Purchaser: Donna M Navarro

Phone: (737) 400-5662

Fax:

Email: donna.navarro@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

POCN1 DONE TO UPDATE BUYER LEFT AT DEFAULT

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per [Perry Office] corresponding Quote No. SO-1589872 dated 03/13/2025.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 02/19/2025 (ATTACHMENT I) apply to this order.

Delivery Terms: 5-7 Days ARO

TWC Contact-

Name: Latoya Jackson

Tel: 512-340-4549 / 512-702-0891

E-mail: latoya.jackson@twc.texas.gov

Vendor Contact-

Name: Customer Service

Tel: 800-234-6605

E-mail: customersupport@perryop.com; adamd@perryop.com

Submit invoices via email to APPO@TWC.texas.gov and the TWC Contact 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:

Ship To: CCRC- LATOYA JACKSON 4800 N. LAMAR BLVD. Building 1 AUSTIN TX 78756

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item MISCOFFICE B00EI7DPI0 Hamilton Beach Power Elite Wave Action Blender for Smoothies 40 Oz Glass Jar	13060	165/02	1.0000	EA	\$63.00000	\$63.00	04/01/2025
							Schedule Total	\$63.00
							ReqID: 0000051289	
							Item Total for Line # 1	\$63.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Item# MISCOFFICE B0D1C2JV8D Wooden Utensil Set	13060	045/21	1.0000	EA	\$16.50000	\$16.50	04/01/2025
							Schedule Total	\$16.50
							ReqID: 0000051289	
							Item Total for Line # 2	\$16.50
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Item # MISCOFFICE B084H89YLC HOTEK Heat Resistant 600 Degree Food Grade Spatula Set	13060	240/28	1.0000	EA	\$16.50000	\$16.50	04/01/2025
							Schedule Total	\$16.50
							ReqID: 0000051289	
							Item Total for Line # 3	\$16.50
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Item# MISCOFFICE B0BYRP4QHJ HOTEK Four Pieces Silicone Whisks Set	13060	240/63	1.0000	EA	\$14.00000	\$14.00	04/01/2025
							Schedule Total	\$14.00
							ReqID: 0000051289	
							Item Total for Line # 4	\$14.00



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Item# MISCOFFICE B09BVCPSBT Kitchen In The Box Stand Mixer	13060	045/51	1.0000	EA	\$112.00000	\$112.00	04/01/2025
							Schedule Total	\$112.00
					ReqID:			
					0000051289			
							Item Total for Line # 5	\$112.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Item# MISCOFFICE B0C9S5NGYW Water Pitcher With Lid 1 Gallon Pitcher	13060	045/25	1.0000	EA	\$27.00000	\$27.00	04/01/2025
							Schedule Total	\$27.00
					ReqID:			
					0000051289			
							Item Total for Line # 6	\$27.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Item# MISCOFFICE B0C9PD9Y8G Fridge Door Water Pitcher With Lid	13060	045/25	1.0000	EA	\$16.00000	\$16.00	04/01/2025
							Schedule Total	\$16.00
					ReqID:			
					0000051289			
							Item Total for Line # 7	\$16.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Item# MISCOFFICE B0B1FYLKWD Plastic Juice Carafe With Lids	13060	370/25	1.0000	EA	\$22.00000	\$22.00	04/01/2025
							Schedule Total	\$22.00
					ReqID:			
					0000051289			
							Item Total for Line # 8	\$22.00

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Item# MISCOFFICE B01COY6CQU Lillian Tablesettings Carafe Juice Jar Beverage Decanter	13060	370/25	1.0000	EA	\$14.50000	\$14.50	04/01/2025
							Schedule Total	<input type="text" value="\$14.50"/>
							RegID: 0000051289	
							Item Total for Line # 9	<input type="text" value="\$14.50"/>

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.