

# Procurement and Contracts Texas SmartBuy PO # 25136622 Business Unit # 320AD Purchase Order # 25-0003159

Page: 1 of 3

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:

N/A N/A N/A A 05/07/2025 AT Dispatch Via Print

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

Vendor:STAPLES PRINT SOLUTIONSShip To:Texas Workforce Commission

STAPLES CONTRACT & COMMERCIAL LLC 4405 SPRINGDALE RD

DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
AUSTIN TX 78723
United States

**United States** 

Bill To: APPO@twc.texas.gov or

Texas Workforce Commission

101 E 15TH ST

Vendor ID: 1043390816 027 RM 470

AUSTIN TX 78778-0001

Purchaser: Rubyna M Ochoa United States

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 25136622 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON

05/08/2025) - 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: 12/31/2027

Delivery Terms: 10 Days ARO

Contract Manager -Name: Kaila A Cumby Phone: +1 (737) 667-5420 Email: kaila.cumby@twc.texas.gov

Vendor Contact -

Name: Lamar R. Garcia OR Miguel Castro

Phone: (956) 357-6075

Email: lamar.garcia@staples.com OR Miguel.castro@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:** 



# Procurement and Contracts Texas SmartBuy PO # 25136622 Business Unit # 320AD Purchase Order # 25-0003159

Page: 2 of 3

Line-Sch: Line Description:
1-1 Post-it Super Sticky Notes,

PCA: 13800 **Class/Item: Quantity:** 615/62 10.0000

UOM: PAK Unit Price:

Extended Amt:

Due Date:

1 7/8" x 1 7/8", Energy Boost Collection, 8 Pads/Pack, 90. \$3.26000

\$32.60

Schedule Total

05/12/2025

\$32.60

ReqID:

0000051054

Contract

Contractor: Staples Contract Commercial LLC

Contract: 615-C1 Contract Number: 615-C1 Contract Type: Term

Item

Supplier Part Number: 332974 Commodity Code: 61562 NIGP Code: 61562

UOM: PACK

Manufacturer: 3M CORPORATION

Zone: 1, 2, 3, 4, 5 Special Notes:

Order

Item Availability Start Date: 12/11/2024 Item Availability End Date: 12/31/2025

Delivery days: 3

Details

Post-it Super Sticky Notes, 1 7/8" x 1 7/8", Energy Boost Collection, 8 Pads/Pack, 90 Sheets/Pad (622-8SSAU)

Color\_Post\_it\_Notes\_1\_X1.jpg

Item Total for Line # 1

\$32.60



# **Procurement and Contracts** Texas SmartBuv PO # 25136622 Business Unit # 320AD Purchase Order # 25-0003159

Page: 3 of 3

Line Description: Line-Sch: Post-it Super Sticky Notes, 2-1 1 7/8" x 1 7/8", Canary

Pads/Pack.

Yellow, 90 Sheets/Pad, 10

PCA: Class/Item: 13050 615/62

Quantity: 10.0000

UOM: PAK \$3.46000

> RegID: 0000051054

Unit Price:

**Extended Amt: Due Date:** 

\$34.60

05/12/2025

Schedule Total

\$34.60

Contract

Contractor: Staples Contract Commercial LLC

Contract: 615-C1 Contract Number: 615-C1 Contract Type: Term

Item

Supplier Part Number: 567882 Commodity Code: 72055 NIGP Code: 72055

UOM: PACK

Manufacturer: 3M CORPORATION

Zone: 1, 2, 3, 4, 5 Special Notes: Order

Item Availability Start Date: 12/11/2024 Item Availability End Date: 12/31/2025

Delivery days: 3

Post-it Super Sticky Notes, 1 7/8" x 1 7/8", Canary Yellow, 90 Sheets/Pad, 10 Pads/Pack (622-10SSCY)

Yellow\_Post\_it\_Notes\_1\_X1.jpg

Item Total for Line # 2

\$34.60

**Total PO Amount** \$67.20

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.