



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20127184
 Business Unit # 60800
 Purchase Order # 0000008593

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 08/07/20 **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 CONTRACT AND COMMERCIAL INC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

Ship To: 1P16 - Houston Region
 2110 E. Governors Circle
 Houston TX 77092
 United States

Vendor ID: 1043390816 6

Purchaser: Amanda Leigh Maxwell
Phone:
Fax:

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill To Fax:

Email: Amanda.Maxwell@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

PO Information:

Change Orders:

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 shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@txdmv.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Texas SmartBuy PO: 20127184

Contract #: TXMAS-20-7502

Vendor Contact: Randy Ericson
 Email: randy.ericson@staples.com
 Phone: (512) 947-2439
 Alternate Contact Name: Customer Service
 Alternate Email: supportsa@staples.com
 Alternate Phone: 1 (877) 826-7755

TxDMV Contact: Khadija Brown
 Email: khadija.brown@txdmv.gov
 Phone: 713/316-6131

Authorized Signature

08/10/2020



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 Texas SmartBuy PO # 20127184
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Staples Permanent Glue Sticks 28 Oz. 36/Pack, SP # 2348529 Supplier Part Number: 2348529 Manufacturer Part #: 2348529 - 1855753	615/05	2.0000	PAK	\$7.66000	\$15.32	08/17/2020	
						Schedule Total	<input type="text" value="\$15.32"/>	
				ReqID:	0000009418			
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131							Item Total for Line # 1	<input type="text" value="\$15.32"/>
2-1	Swingline Compact Commercial Stapler 20 Sheet Capacity Black/Gray (71101), SP # 108829 Supplier Part Number: 108829 Manufacturer Part #: 108829 - 1855753	605/85	5.0000	EA	\$11.77000	\$58.85	08/17/2020	
						Schedule Total	<input type="text" value="\$58.85"/>	
				ReqID:	0000009418			
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131							Item Total for Line # 2	<input type="text" value="\$58.85"/>

Authorized Signature

[Handwritten Signature]
 Purchaser

08/10/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Scotch Premium Thickness Moving & Storage Packaging Tape 1.88 In X 60 Yds. 8 Rolls, SP # 1148366 Supplier Part Number: 1148366 Manufacturer Part #: 1148366 - 1855753	605/75	2.0000	PAK	\$15.62000	\$31.24	08/17/2020
						Schedule Total	\$31.24
						RegID:	0000009418
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 3	\$31.24
4-1	Highland Invisible Tape Matte Finish 3/4 X 27.7 Yds. 6 Rolls, SP # 483503 Supplier Part Number: 483503 Manufacturer Part #: 483503 - 1855753	615/88	2.0000	PAK	\$6.26000	\$12.52	08/17/2020
						Schedule Total	\$12.52
						RegID:	0000009418
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 4	\$12.52

Authorized Signature

08/10/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Staples Claw Staple Remover Black, SP # 951059 Supplier Part Number: 951059 Manufacturer Part #: 951059 - 1855753	605/82	10.0000	EA	\$0.33000	\$3.30	08/17/2020
						Schedule Total	\$3.30
						RegID:	0000009418
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 5	\$3.30
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Staples Economy Rubber Bands #33 1/4 Lb. Bag 205/Pack, SP # 112680 Supplier Part Number: 112680 Manufacturer Part #: 112680 - 1855753	615/75	2.0000	PAK	\$1.86000	\$3.72	08/17/2020
						Schedule Total	\$3.72
						RegID:	0000009418
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 6	\$3.72

Authorized Signature

08/10/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Staples Self Seal Catalog Envelopes 12 X 15.5 Brown 100/Box, SP # 534826 Supplier Part Number: 534826 Manufacturer Part #: 534826 - 1855753	310/24	3.0000	BOX	\$17.40000	\$52.20	08/17/2020
						Schedule Total	<input type="text" value="\$52.20"/>
						ReqID: 0000009418	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 7	<input type="text" value="\$52.20"/>

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.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

08/10/2020



Purchase Order Change Notice

PO No. 20127184

Order Date: 8/07/2020

Internal Tracking No.: 0000008593

Contractor Info

Staples Contract & Commercial LLC
10433908166
500 Staples Drive
Framingham, MA 01702

(512) 426-3074

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
2110 East Governors Circle
HOUSTON TX 77092

NOTE TO CONTRACTOR:**REVISION HISTORY:**

PO Revision #: 1

PO Change Reasons (Aggregated): 8/10/2020 11:09 am-Change to Line 8: Quantity changed from 24 to 0.
8/10/2020 11:10 am-Change to Line 5: Rate changed From 0.33 to .33

Disclaimer

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

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 in 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, or a Texas County, City, Special District, or Other Political Subdivision.

Bobby Pounds

Texas Comptroller of Public Accounts – Statewide Procurement Division

Agency/CO-OP Member	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Amanda Maxwell	Amanda.maxwell@txdmv.gov	(512) 465-1226

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	61505	2348529	Staples Permanent Glue Sticks 28 Oz. 36/Pack (44777) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/10/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 2348529 - 1855753 Manufacturer Name: Staples Brands Group	2	PACK	7.66	\$15.32



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
2	60585	108829	Swingline Compact Commercial Stapler 20 Sheet Capacity Black/ Gray (71101) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/10/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 108829 - 1855753 Manufacturer Name: General Binding Corp Acco	5	EACH	11.77	\$58.85
3	60575	1148366	Scotch Premium Thickness Moving & Storage Packaging Tape 1.88 In X 60 Yds. 8 Rolls (3631-54-8) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/10/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 1148366 - 1855753 Manufacturer Name: 3M Corporation	2	PACK	15.62	\$31.24
4	61588	483503	Highland Invisible Tape Matte Finish 3/4 X 27.7 Yds. 6 Rolls (6200) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/10/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 483503 - 1855753 Manufacturer Name: 3M Corporation	2	PACK	6.26	\$12.52



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
5	60582	951059	Staples Claw Staple Remover Black (23144) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/10/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 951059 - 1855753 Manufacturer Name: Staples Brands Group	10	EACH	0.33	\$3.30
6	61575	112680	Staples Economy Rubber Bands #33 1/4 Lb. Bag 205/Pack (28617-Cc) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/10/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 112680 - 1855753 Manufacturer Name: Staples Brands Group	2	PACK	1.86	\$3.72
7	31024	534826	Staples Self Seal Catalog Envelopes 12 X 15.5 Brown 100/Box (534826/17102) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/10/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 534826 - 1855753 Manufacturer Name: Staples Brands Group	3	BOX	17.40	\$52.20



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
8	48516	751160-18369 48	LYSOL SPRAY CRISP LINEN 19 OZ Contract: TXMAS-17-7303 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 8/10/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 751160-1836948 Manufacturer Name: RECKITT BENCKISER, LLC	0	EACH	6.52	\$0.00

Total \$177.15