



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21012526
 Business Unit # 60800
 Purchase Order # 0000008830
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 10/08/20 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 11/13/20

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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 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:

POCN 1 - By Mandy Maxwell 11/13/2020
 Removed line (2) from PO. Vendor notified us that the item is no longer in available and has no ETA when it might be back in stock.

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

Texas SmartBuy PO: 21012526

Contract #: TXMAS-20-7502

Vendor Contact: Randy Ericson
 Email: randy.ericson@staples.com
 Phone: (512) 947-2439
 Alternate Contact Name: Customer Service
 Alternate Email: support_ct@staples.com
 Alternate Phone: (800) 574-7477

TxDMV Contact: Stacey Cullen
 Enforcement
 Email: stacey.cullen@txdmv.gov

Authorized Signature

11/13/2020



Texas Department of Motor Vehicles
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Phone: 512/465-4164

TxDMV Contact: Angela Gonzalez
 Phone: 512/465-4229
 Email: Angela.Gonzalez@TxDMV.gov

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-----------|--|-------------|-----------|------|-------------|---------------|------------|
| 1-1 | Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets Supplier Part Number: 78573755713 Manufacturer Part #: 811050-1837466 | 785/73 | 20.0000 | EA | \$1.28000 | \$25.60 | 10/12/2020 |

Schedule Total

ReqID:
0000009585

Stacey Cullen
 Enforcement
 Email: stacey.cullen@txdmv.gov
 Phone: 512/465-4164

Item Total for Line # 1

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-----------|--|-------------|-----------|------|-------------|---------------|-----------|
| 2-1 | Aim High Notepad 50 Sheets Per Pad (Cd-151298) - Supplier Part Number: 2658764 Manufacturer Part #: 2658764 - 1855753 Manufacturer: Carson Dellosa Publishing | 785/32 | 15.0000 | EA | \$2.12000 | \$0.00 | CANCEL |

Schedule Total

Stacey Cullen
 Enforcement
 Email: stacey.cullen@txdmv.gov
 Phone: 512/465-4164

Item Total for Line # 2

Authorized Signature

11/13/2020



Texas Department of Motor Vehicles
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| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: | |
|--|--|-------------|-----------|---------------|-------------|-----------------------|--------------------------------------|--------------------------------------|
| 3-1 | Bic Brite Liner Stick Highlighters Chisel Orange Dozen (90338) Supplier Part Number: 501346 Manufacturer Part #: 501346 - 1855753 Manufacturer: Bic Corporation | 620/90 | 2.0000 | DOZ | \$4.49000 | \$8.98 | 10/12/2020 | |
| | | | | | | Schedule Total | <input type="text" value="\$8.98"/> | |
| | | | | ReqID: | 0000009682 | | | |
| Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov | | | | | | | Item Total for Line # 3 | <input type="text" value="\$8.98"/> |
| 4-1 | File Folder, 1-ply tab, 1/2 Cut Top Tab, Letter, 11 pt. Manila, 100/Box Supplier Part Number: 509794 Manufacturer Part #: 509794 - 1855753 Manufacturer: Smead Manufacturing | 615/45 | 2.0000 | BOX | \$13.91000 | \$27.82 | 10/12/2020 | |
| | | | | | | Schedule Total | <input type="text" value="\$27.82"/> | |
| | | | | ReqID: | 0000009682 | | | |
| Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov | | | | | | | Item Total for Line # 4 | <input type="text" value="\$27.82"/> |

Authorized Signature

[Handwritten Signature]
 Purchaser

11/13/2020



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| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: | |
|--|--|-------------|-----------|---------------|-------------|-----------------------|--------------------------------------|--------------------------------------|
| 5-1 | Acco Book Rings Silver 100/Box (A7072204) ACCO® Loose-Leaf Rings, 1 1/2" Diameter, Silver, Box Of 100 Supplier Part Number: 806573 Manufacturer Part #: 806573 - 1855753 Manufacturer: General Binding Corp Acco | 615/69 | 1.0000 | PAK | \$20.22000 | \$20.22 | 10/12/2020 | |
| | | | | | | Schedule Total | <input type="text" value="\$20.22"/> | |
| | | | | ReqID: | 0000009682 | | | |
| Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov | | | | | | | Item Total for Line # 5 | <input type="text" value="\$20.22"/> |

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: | |
|--|---|-------------|-----------|---------------|-------------|-----------------------|--------------------------------------|--------------------------------------|
| 6-1 | Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets Supplier Part Number: 78573755713 Manufacturer Part #: 811050- 1837466 | 785/73 | 20.0000 | EA | \$1.28000 | \$25.60 | 10/12/2020 | |
| | | | | | | Schedule Total | <input type="text" value="\$25.60"/> | |
| | | | | ReqID: | 0000009682 | | | |
| Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov | | | | | | | Item Total for Line # 6 | <input type="text" value="\$25.60"/> |

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.

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Authorized Signature

 Purchaser
 11/13/2020



Purchase Order Change Notice

PO No. 21012526

Order Date: 10/8/2020

Internal Tracking No.: 0000008830

Contractor Info

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

(800) 574-7477

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
4000 JACKSON AVENUE
AUSTIN TX 78731

NOTE TO CONTRACTOR:**REVISION HISTORY:**

PO Revision #: 1

PO Change Reasons (Aggregated): 11/6/2020 1:33 pm-Change to Line 2: Quantity changed from 15 to 0.
11/6/2020 1:33 pm-Change to Line 2: Notes changed to TxDMV Contact: Stacey Cullen

Enforcement

Email: stacey.cullen@txdmv.gov

Phone: 512/465-4164

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 | 78573 | 78573755713 | Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets, Freight Included Contract: 615-A1 Contract Type: Term Delivery ARO (days): 1 Delivery Date: 10/9/2020 Notes: TxDMV Contact: Stacey Cullen Enforcement Email: stacey.cullen@txdmv.gov Phone: 512/465-4164 MPN: 811050-1837466 | 20 | Each | 1.28 | \$25.60 |



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| Line # | NIGP Code | Commodity Code/ Supplier Part # | Item | QTY | UOM | Unit Price | Extended Amount |
|--------|-----------|---------------------------------|---|-----|------|------------|-----------------|
| 2 | 78532 | 2658764 | Aim High Notepad 50 Sheets Per Pad (Cd-151298) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 10/12/2020 Notes: TxDMV Contact: Stacey Cullen Enforcement Email: stacey.cullen@txdmv.gov Phone: 512/465-4164 MPN: 2658764 - 1855753 Manufacturer Name: Carson Dellosa Publishing | 0 | EACH | 2.12 | \$0.00 |
| 3 | 78573 | 78573755713 | Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets, Freight Included Contract: 615-A1 Contract Type: Term Delivery ARO (days): 1 Delivery Date: 10/9/2020 Notes: TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov MPN: 811050-1837466 | 20 | Each | 1.28 | \$25.60 |
| 4 | 62090 | 501346 | Bic Brite Liner Stick Highlighters Chisel Orange Dozen (90338) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 10/12/2020 Notes: TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov MPN: 501346 - 1855753 Manufacturer Name: Bic Corporation | 2 | DOZ | 4.49 | \$8.98 |



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Internal Tracking No.: 0000008830

| Line # | NIGP Code | Commodity Code/ Supplier Part # | Item | QTY | UOM | Unit Price | Extended Amount |
|--------|-----------|---------------------------------|---|-----|-----|------------|-----------------|
| 5 | 61545 | 509794 | Smead File Folders 1/2-Cut Tab Letter Size Manila 100/Box (10320) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 10/12/2020 Notes: TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov MPN: 509794 - 1855753 Manufacturer Name: Smead Manufacturing | 2 | BOX | 13.91 | \$27.82 |
| 6 | 61569 | 806573 | Acco Book Rings Silver 100/Box (A7072204) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 10/12/2020 Notes: TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov MPN: 806573 - 1855753 Manufacturer Name: General Binding Corp Acco | 1 | BOX | 20.22 | \$20.22 |

Total \$108.22