



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21084341  
 Business Unit # 60800  
 Purchase Order # 0000009536  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** A **Date:** 04/29/21 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 04/29/21

**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:** See Detail Below

**Vendor ID:** 1043390816 6

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Fax:**  
**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN# 1 - by Mandy Maxwell 04/29/2021  
 Cancelled line 2 for magnifier glass. Vendor advised this item is no longer available.

**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.

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

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

Term Contract #: 615-A1  
 TXMAS-20-7502

Vendor Contact: Jonathan McEwen  
 Email: Jonathan.mcewen@staples.com  
 Phone: (210) 253-7267  
 Alternate Contact Name: Customer Service  
 Alternate Email: support\_ct@staples.com  
 Alternate Phone: (800) 574-7477

TXDMV Contact: Virginia Pickering  
 IT Services Division  
 Phone: 512/465-4031  
 Email: virginia.pickering@txdmv.gov

**Authorized Signature**

04/29/2021



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TXDMV Contact: Lori G Paul  
 Vehicle Titles Reg Division  
 Email: lori.g.paul@txdmv.gov  
 Phone: 512/465-4048

TxDMV Contact: Cynthia Fagan  
 Vehicle Titles Reg Division  
 Email: cynthia.fagan@txdmv.gov  
 Phone: 903/237-2811

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	785/73	12.0000	EA	\$1.28000	\$15.36	05/05/2021

**Ship To:** 1P00

**Delivery Instructions:**

4000 Jackson Avenue  
 Austin TX 78731  
 United States

Schedule Total

**ReqID:**  
0000010376

Virginia Pickering  
 IT Services Division  
 Phone: 512/465-4031  
 Email: virginia.pickering@txdmv.gov

Item Total for Line # 1

Authorized Signature

04/29/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Round Hand-Held Magnifier 2X 3 1/2 Size Black Plastic Frame Supplier Part Number: 1507025	785/45	1.0000	EA	\$14.07000	\$0.00	CANCEL	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$0.00	
Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov							<b>Item Total for Line # 2</b>	\$0.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Staples Wood Clipboards Natural Brown 3/Pack (44291) Supplier Part Number: 224071	615/25	2.0000	PAK	\$2.37000	\$4.74	05/05/2021	
<b>Ship To:</b> 1P17		<b>Delivery Instructions:</b>						
4549 W. Loop 281 Longview TX 75604 United States								
						<b>Schedule Total</b>	\$4.74	
							<b>ReqID:</b> 0000010381	
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							<b>Item Total for Line # 3</b>	\$4.74

Authorized Signature

04/29/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	DYMO Labelwriter Address 30252 Label Printer Labels 1- 1/8 W Black On White 700/Box Supplier Part Number: 377179	605/30	25.0000	BOX	\$10.80000	\$270.00	05/05/2021	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States						<b>Schedule Total</b>	\$270.00	
				<b>ReqID:</b> 0000010397				
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048							<b>Item Total for Line # 4</b>	\$270.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets Supplier Part Number: 78573755713	785/73	24.0000	EA	\$1.28000	\$30.72	05/05/2021	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States						<b>Schedule Total</b>	\$30.72	
				<b>ReqID:</b> 0000010397				
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048							<b>Item Total for Line # 5</b>	\$30.72

Authorized Signature

04/29/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Sortkwik Lee 0.38 Oz. Fingertip Moisteners Pink 3/Pack (10053) Supplier Part Number: 901561	605/46	3.0000	PAK	\$2.37000	\$7.11	05/05/2021
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	<input type="text" value="\$7.11"/>
						<b>ReqID:</b>	
						0000010397	
Lori G Paul Vehicle Titles Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048						<b>Item Total for Line # 6</b>	<input type="text" value="\$7.11"/>

**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

*[Handwritten Signature]*  
Purchaser

04/29/2021



# Purchase Order Change Notice

## PO No. 21084341

Order Date: 4/29/2021

Internal Tracking No.: 0000009536

**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**

Items to be shipped to multiple addresses. See shipping details below for each line item.

**NOTE TO CONTRACTOR:**

\*\*\*multiple ship to addresses\*\*\*

**REVISION HISTORY:**

**PO Revision #:** 1

**PO Change Reasons (Aggregated):**4/29/2021 2:44 pm-Change to Line 2: Quantity changed from 1 to 0.

4/29/2021 2:44 pm-Change to Line 2: Notes changed to TXDMV Contact: Virginia Pickering

IT Services Division

Phone: 512/465-4031

Email: virginia.pickering@txdmv.gov

**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	<a href="mailto:Amanda.maxwell@txdmv.gov">Amanda.maxwell@txdmv.gov</a>	(512) 465-1226



# Purchase Order Change Notice

PO No. 21084341

Order Date: 4/29/2021

Internal Tracking No.: 0000009536

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	78573	78573755713	<b>Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets, Freight Included</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 1 Delivery Date: 4/30/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov MPN: 811050-1837466	12	Each	1.28	\$15.36
2	78545	1507025	<b>Round Hand-Held Magnifier 2X 3 1/2 Size Black Plastic Frame</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 5/3/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov MPN: 1507025 - 1855753 Manufacturer Name: S.P. Richards Co.	0	EACH	14.07	\$0.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
3	60530	377179	<b>Dymo Labelwriter Address 30252 Label Printer Labels 1-1/8 W Black On White 700/Box</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 5/3/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048 MPN: 377179 - 1855753 Manufacturer Name: Sanford	25	BOX	10.80	\$270.00
4	78573	78573755713	<b>Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets, Freight Included</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 1 Delivery Date: 4/30/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048 MPN: 811050-1837466	24	Each	1.28	\$30.72





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Internal Tracking No.: 0000009536

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
5	60546	901561	<b>Sortkwik Lee 0.38 Oz. Fingertip Moisteners Pink 3/Pack (10053)</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 5/3/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Lori G Paul Vehicle Titles & Reg Division Email: lori.g.paul@txdmv.gov Phone: 512/465-4048 MPN: 901561 - 1855753 Manufacturer Name: Lee Products	3	PACK	2.37	\$7.11
6	61525	224071	<b>Staples Wood Clipboards Natural Brown 3/Pack (44291)</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 5/3/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811 MPN: 224071 - 1855753 Manufacturer Name: Staples Brands Group	2	PACK	2.37	\$4.74

**Total \$327.93**