



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22111600
 Business Unit # 60800
 Purchase Order # 0000011103

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 05/18/22 **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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1043390816 6

Purchaser: Amanda Leigh Maxwell
Phone: 512/465-1226
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Mandy.Maxwell@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

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.

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

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.

Contract #: 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: Renee Israel
 Motor Carrier Operations

Authorized Signature

05/18/2022



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22111600
 Business Unit # 60800
 Purchase Order # 0000011103

Phone: 512/465-1420
 Email: renee.israel@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Avery Ultratabs Repositionable Margin Index Tabs Primary Colors 24 Tabs/Pack (74768) SP# 1706847	615/39	12.0000	EA	\$1.72000	\$20.64	05/18/2022

Schedule Total

ReqID:
0000011805

Contract Monitor: Renee Israel
 512-465-1420
 Renee.Israel@Txdmv.gov

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Avery Ultratabs Repositionable Margin Index Tabs Neons 24 Tabs/Pack (74767) SP# 1706848	615/39	12.0000	EA	\$1.72000	\$20.64	05/18/2022

Schedule Total

ReqID:
0000011805

Contract Monitor: Renee Israel
 512-465-1420
 Renee.Israel@Txdmv.gov

Item Total for Line # 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Avery Non-Glare Heavy Weight Sheet Protectors 8.5 X 11 Clear 200/Box (74401) SP# 489130	615/39	8.0000	BOX	\$19.08000	\$152.64	05/18/2022

Schedule Total

ReqID:
0000011805

Contract Monitor: Renee Israel
 512-465-1420
 Renee.Israel@Txdmv.gov

Item Total for Line # 3

Authorized Signature

Renee Israel

05/18/2022



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Bic Brite Liner Pen Style Highlighters Chisel Tip Pink Dozen (BI11Pk)	620/90	4.0000	DOZ	\$4.49000	\$17.96	05/18/2022
						Schedule Total	\$17.96
						ReqID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 4	\$17.96

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Bic Brite Liner Stick Highlighters Chisel Blue Dozen (65552)	620/90	4.0000	DOZ	\$4.49000	\$17.96	05/18/2022
						Schedule Total	\$17.96
						ReqID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 5	\$17.96

Total PO Amount \$229.84

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]

05/18/2022



Purchase Order

PO No. 22111600

Order Date: 5/18/2022

Internal Tracking No.: 0000011103

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:**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	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Mandy Maxwell	Mandy.maxwell@txdmv.gov	(512) 465-1226

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61539	1706847	Avery Ultratabs Repositionable Margin Index Tabs Primary Colors 24 Tabs/Pack (74768) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 5/23/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov MPN: 1706847 - 1855753 Manufacturer Name: Avery Products Corporation	12	PACK	1.72	\$20.64



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61539	1706848	Avery Ultratabs Repositionable Margin Index Tabs Neons 24 Tabs/ Pack (74767) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 5/23/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov MPN: 1706848 - 1855753 Manufacturer Name: Avery Products Corporation	12	PACK	1.72	\$20.64
3	61539	489130	Avery Non-Glare Heavy Weight Sheet Protectors 8.5 X 11 Clear 200/ Box (74401) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 5/23/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov MPN: 489130 - 1855753 Manufacturer Name: Avery Products Corporation	8	BOX	19.08	\$152.64
4	62090	501270	Bic Brite Liner Pen Style Highlighters Chisel Tip Pink Dozen (B11Pk) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 5/23/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov MPN: 501270 - 1855753 Manufacturer Name: Bic Corporation	4	DOZ	4.49	\$17.96



Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	62090	501320	Bic Brite Liner Stick Highlighters Chisel Blue Dozen (65552) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 5/23/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov MPN: 501320 - 1855753 Manufacturer Name: Bic Corporation	4	DOZ	4.49	\$17.96
Total							\$229.84