



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22139963
 Business Unit # 60800
 Purchase Order # 0000011260
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 06/28/22 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 07/01/22

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: 1P23 - Veh Titles and Reg
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1043390816 6

Purchaser: Yvette Marie Bonhomme
Phone: 512/465-4197
Fax:

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: yvette.bonhomme@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN#1 Yvette Bonhomme 7/1/2022

The change order was made due to the item "BIC GELOCITY RETRACTABLE BLUE on Line 13 on this purchase order no longer available with Staples. Requestor will look for a compatible item. Line 14 quantity was updated from 10 to 7 since Staples only has 7 available, as this item has been discontinued. Staples order # 201180143, Smart Buy PO: 22139963.

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, whichever is later.

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

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).

Delivery:

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately. Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Contract: # TXMAS-20-7502

Authorized Signature

Yvette M. Bonhomme

07/01/2022



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TxDMV Contract Monitor:

Roger Feuge
 roger.feuge@txdmv.gov
 (512) 465-1459

Vendor Contact:

Jonathan McEwen
 jonathan.mcewen@staples.com
 (210) 253-7267

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Post-IT Flags.94 Wide Yellow 100 Flags/Pack (680-Yw2), NIGP Code: 61562	615/62	5.0000	EA	\$3.29000	\$16.45	07/01/2022

Supplier Part Number:
254656
 Manufacturer Part #: 254656 -
1855753

POC: ANNETTE SMELSER

Schedule Total

ReqID:
0000012020

Post-IT Flags.94 Wide Yellow 100 Flags/Pack (680-Yw2), NIGP Code: 61562 POC: ANNETTE SMELSER

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Post -It "Sign Here" Message Flags 1 Wide Yellow - 100 Flags (680-Sh2), NIGP Code: 61562	615/62	6.0000	PAK	\$3.78000	\$22.68	07/01/2022

Supplier Part Number:
448886
 Manufacturer Part #: 448886 -
1855753

POC: ANNETTE SMELSER

Schedule Total

ReqID:
0000012020

Post -It "Sign Here" Message Flags 1 Wide Yellow - 100 Flags (680-Sh2), NIGP Code: 61562 - SUPPLIER - STALES CONTRACT COMMERCIAL
 LLC - POC: ANETTE SMELSER

Item Total for Line # 2

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Duracell Coppertop AAA Alkaline Batteries 24/Pack, NIGP Code: 45006	450/06	2.0000	BOX	\$17.46000	\$34.92	07/01/2022
Supplier Part Number: 2768002 Manufacturer Part #: 2768002 - 1855753 POC: ANNETTE SMELSER							
						Schedule Total	\$34.92
Duracell Coppertop AAA Alkaline Batteries 24/Pack, NIGP Code: 45006 - STAPLES CONTRACT COMMERCIAL LLC - POC: ANNETTE SMELSER							
						Item Total for Line # 3	\$34.92
4-1	Duracell Coppertop Aa Alkaline Batteries 24/Pack, NIGP Code: 45006	450/06	2.0000	BOX	\$17.46000	\$34.92	07/01/2022
Supplier Part Number: 2768001 Manufacturer Part #: 2768001 - 1855753 POC: ANNETTE SMELSER							
						Schedule Total	\$34.92
Duracell Coppertop Aa Alkaline Batteries 24/Pack, NIGP Code: 45006 - STAPLES CONTRACT COMMERCIAL LLC; POC: ANNETTE SMELSER							
						Item Total for Line # 4	\$34.92

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Sharpie Tank Highlighters Chisel Yellow Dozen (25025) - NIGP Code: 60290	620/90	3.0000	DOZ	\$6.04000	\$18.12	07/01/2022	
	Supplier Part Number: 051165 Manufacturer Part #: 051165 - 1855753							
	POC: ANNETTE SMELSER							
						Schedule Total	<input type="text" value="\$18.12"/>	
				ReqID: 0000012020				
	Sharpie Tank Highlighters Chisel Yellow Dozen (25025) - NIGP Code: 60290 - - STAPLES CONTRACT COMMERCIAL; POC: ANNETTE SMELSER							
						Item Total for Line # 5	<input type="text" value="\$18.12"/>	
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Sharpie Pocket Stick Highlighters Chisel Yellow Dozen (27025), NIGP Code: 62090	620/90	2.0000	BOX	\$6.90000	\$13.80	07/01/2022	
	Supplier Part Number: 051168 Manufacturer Part #: 051168 - 1855753							
	POC: ANNETTE SMELSER							
						Schedule Total	<input type="text" value="\$13.80"/>	
				ReqID: 0000012020				
	Sharpie Pocket Stick Highlighters Chisel Yellow Dozen (27025), NIGP Code: 62090 - STAPLES CONTRACT COMMERCIAL LLC - POC: ANNETTE SMELSER							
						Item Total for Line # 6	<input type="text" value="\$13.80"/>	

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7-1	Sharpie Permanent Markers Fine Point Black Dozen (32701), NIGP Code 62090 - Supplier Part Number: 563076 Manufacturer Part #: 563076 - 1855753 POC: ANNETTE SMELSER	620/90	2.0000	DOZ	\$17.38000	\$34.76	07/01/2022	
						Schedule Total	\$34.76	
						ReqID:	0000012020	
Sharpie Permanent Markers Fine Point Black Dozen (32701), NIGP Code 62090 - STAPLES CONTRACT COMMERCIAL LLC - POC" ANNETTE SMELSER							Item Total for Line # 7	\$34.76
8-1	Sharpie Pro Permanent Markers Bullet Point Black 12/Pack (1794229), NIGP Code: 62090 Supplier Part Number: 369692 Manufacturer Part #: 369692 - 1855753 POC: ANNETTE SMELSER	620/90	1.0000	DOZ	\$14.91000	\$14.91	07/01/2022	
						Schedule Total	\$14.91	
						ReqID:	0000012020	
Sharpie Pro Permanent Markers Bullet Point Black 12/Pack (1794229), NIGP Code: 62090 - STAPLES CONTRACT COMMERCIAL LLC; VTR POC: ANNETTE SMELSER							Item Total for Line # 8	\$14.91

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Tombow Mono Original Correction Tape White (68620)	615/29	8.0000	EA	\$1.75000	\$14.00	07/01/2022
Supplier Part Number: 850448 Manufacturer Part #: 850448 - 1855753							
POC: ANNETTE SMELSER							
						Schedule Total	\$14.00
ReqID: 0000012020							
Tombow Mono Original Correction Tape White (68620) - STAPLES CONTRACT COMMERCIAL LLC - VTR POC: ANNETTE SMELSER							
						Item Total for Line # 9	\$14.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	Bic Gel-Ocity Retractable Gel_ink Pens Medium Point Black In 24/Pack (Rlc241-Bik)	620/80	1.0000	PAK	\$10.56000	\$10.56	07/01/2022
Supplier Part Number: 219242 Manufacturer Part #: 219242 - 1855753							
POC: ANNETTE SMELSER							
						Schedule Total	\$10.56
Bic Gel-Ocity Retractable Gel_ink Pens Medium Point Black In 24/Pack (Rlc241-Bik) STAPLES CONTRACT COMMERCIAL LLC - VTR POC: ANNETTE SMELSER							
						Item Total for Line # 10	\$10.56

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	Wilson Jones View-Tab Filing Dividers Letter Size Multicolor 5/Pack (W55567)	615/39	3.0000	PAK	\$12.94000	\$38.82	07/01/2022
Supplier Part Number: 473100 Manufacturer Part #: 473100 - 1855753 POC: ANNETTE SMELSER							
						Schedule Total	<input type="text" value="\$38.82"/>
							ReqID: 0000012020
Wilson Jones View-Tab Filing Dividers Letter Size Multicolor 5/Pack (W55567) - STAPLES CONTRACT COMMERCIAL LLC - VTR POC: ANNETTE SMELSER							
						Item Total for Line # 11	<input type="text" value="\$38.82"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	Wilson Jones View-Tab Transaprent Dividers Multicolor 5 square Tab set 5/PK	615/39	1.0000	SET	\$10.43000	\$10.43	07/01/2022
Supplier Part Number: 473089 Manufacturer Part #: 473089 - 1855753 POC: ANNETTE SMELSER							
						Schedule Total	<input type="text" value="\$10.43"/>
							ReqID: 0000012020
Wilson Jones View-Tab Transaprent Dividers Multicolor 5 square Tab set 5/PK - STAPLES CONTRACT COMMERCIAL LLC - VTR POC: ANNETTE SMELSER							
						Item Total for Line # 12	<input type="text" value="\$10.43"/>

Authorized Signature
Gwette M. Bonhomme
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
13-1	Bic Gel-Ocity Original Retractable Gel Pens Medium Point Blue Ink Dozen (31564/Rlc11) Supplier Part Number: 495366 Manufacturer Part #: 495366 - 1855753 POC: ANNETTE SMELSER	620/80	2.0000	DOZ	\$6.46000	\$0.00	CANCEL	
						Schedule Total	\$0.00	
Bic Gel-Ocity Original Retractable Gel Pens Medium Point Blue Ink Dozen (31564/Rlc11) - STAPLES CONTRACT COMMERCIAL LLC - VTR POC: ANNETTE SMELSER							Item Total for Line # 13	\$0.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
14-1	Wilson Jones 1 Basic View Binder White (Wlj36214W) Supplier Part Number: 435490 Manufacturer Part #: 435490 - 1855753 POC: ANNETTE SMELSER	615/37	7.0000	EA	\$2.75000	\$19.25	07/01/2022	
						Schedule Total	\$19.25	
				ReqID:	0000012020			
Wilson Jones 1 Basic View Binder White (Wlj36214W) - STAPLES CONTRACT COMMERCIAL LLC - VTR POC: ANNETTE SMELSER							Item Total for Line # 14	\$19.25

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
15-1	Simply Economy 1/2 3-Ring View Binder White (23740/21682)	615/37	10.0000	EA	\$2.59000	\$25.90	07/01/2022
Supplier Part Number: 374818							
Manufacturer Part #: 374818 - 1855753							
POC: ANNETTE SMELSER							
						Schedule Total	<input type="text" value="\$25.90"/>
				ReqID:			
				0000012020			
Simply Economy 1/2 3-Ring View Binder White (23740/21682) - STAPLES CONTRACT COMMERCIAL LLC - VTR POC: ANNETTE SMELSER							
						Item Total for Line # 15	<input type="text" value="\$25.90"/>

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>

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Yvette M. Bonhomme

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