

Texas Department of Motor Vehicles Texas SmartBuy PO # 24055483 Business Unit # 60800

Purchase Order # 0000013819

Ship Via: PCC: PO Date: PO End Date: PO Method: Rev Dt: Payment Terms: Freight Terms: Dispatch:

01/03/2024 NET30 **FOB Destination VNDR** 01/15/2024 DG Dispatch Via Print Α

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**

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Ship To Attention:

Bill To: 4000 Jackson Avenue

Austin TX 78731 **United States**

Tammy Sue Wooten

Vendor ID: 1043390816 6 000

Purchaser: Daphne Free

Phone: Fax:

Bill To Fax:

Email: daphne.free@txdmv.gov 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, 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.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: http://www.txdmv.gov/contractors-vendors.

This procurement is governed by the terms and conditions in CPA Contract Number 615-C1.

TxDMV Contract Monitor:

Tammy Wooten (512) 465-4016

tammy.wooten@txdmv.gov Camp Hubbard - Building 1

Vendor Contact:

Contact Name: support_we@staples.com

Authorized Signature topicue From CTCD, CTCM



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Email: Eric.Williams2@Staples.com Phone: (800) 540-2765

Alternate Contact Name: Yorka Velasco-Caballero Alternate Email: Yorka.Velasco-Caballero@staples.com

Alternate Phone: (210) 823-2056

Address: 500	Staples Drive Framingham N	MA 01702						
Line-Sch: 1-1	Line Description: Zebra Sarasa Dry X20 Gel Retractable Pens, Fine Point Black Ink (46710);	PCA : 30101	Class/ltem: 620/80	Quantity: 2.0000	UOM: DOZ	Unit Price: \$14.41000	Extended Amt: \$28.82 Schedule Total	Due Date: 01/03/2024 \$28.82
					ReqID: 0000014	1449	Schedule Total	\$20.02
Zebra Saras For Jason E	a Dry X20 Gel Retractable Pe	ens, Fine Po	int Black Ink (46	6710); Staples	Contract Cor	mmercial LLC;	Stock # 807898 / 80789	98-1855753;
TOT JASOTT L	Hokson/100					Item ⁻	Total for Line # 1	\$28.82
Line-Sch: 2-1	Line Description: Zebra Sarasa Dry X20 Gel	PCA : 30101	Class/Item: 620/80	Quantity: 2.0000	UOM: DOZ	Unit Price: \$14.41000	Extended Amt: \$28.82	Due Date:
	Retractable Pens, Fine Point Blue Ink (46720)							01/03/2024
					<u>ReqID:</u> 0000014	1449	Schedule Total	\$28.82
Zebra Saras Jason Ericks	a Dry X20 Gel Retractable Pe son/TCS	ens, Fine Po	int Blue Ink (46	720); Staples	Contract Com	nmercial LLC; S	Stock # 809548 / 809548	3-1855753; For
						Item ⁻	Total for Line # 2	\$28.82
Line-Sch: 3-1	Line Description: Swingline Staples, 0.25	PCA : 30101	Class/Item: 615/81	Quantity: 6.0000	UOM: BOX	Unit Price: \$9.68000	Extended Amt: \$58.08	Due Date:
							\$58.08 	01/03/2024
	Swingline Staples, 0.25 Leg Length, 5000/Box					\$9.68000		
3-1	Swingline Staples, 0.25 Leg Length, 5000/Box (50050)	30101	615/81	6.0000	ReqID: 0000014	\$9.68000	\$58.08 Schedule Total	01/03/2024 \$58.08
3-1	Swingline Staples, 0.25 Leg Length, 5000/Box (50050)	30101	615/81	6.0000	ReqID: 0000014	\$9.68000 1449 k # 200428 / 20	\$58.08 Schedule Total 00428-1855753; For Jas	01/03/2024 \$58.08
3-1 Swingline St	Swingline Staples, 0.25 Leg Length, 5000/Box (50050)	30101	615/81	6.0000	ReqID: 0000014	\$9.68000 1449 k # 200428 / 20	\$58.08 Schedule Total	01/03/2024 \$58.08
3-1 Swingline St	Swingline Staples, 0.25 Leg Length, 5000/Box (50050) taples, 0.25 Leg Length, 5000/S Line Description: Post-It Flags, .94" Wide,	30101	615/81	6.0000	ReqID: 0000014	\$9.68000 1449 k # 200428 / 20	\$58.08 Schedule Total 00428-1855753; For Jas	01/03/2024 \$58.08
3-1 Swingline St Erickson/TC	Swingline Staples, 0.25 Leg Length, 5000/Box (50050) taples, 0.25 Leg Length, 5000/S Line Description:	30101 /Box (50050	615/81); Staples Cont Class/Item:	6.0000 ract Commer Quantity:	BOX ReqID: 0000014 cial LLC; Stock	\$9.68000 1449 k # 200428 / 20 Item -	\$58.08 Schedule Total 00428-1855753; For Jas Total for Line # 3 Extended Amt:	\$58.08 \$58.08 Son \$58.08 Due Date:
3-1 Swingline St Erickson/TC	Swingline Staples, 0.25 Leg Length, 5000/Box (50050) taples, 0.25 Leg Length, 5000/S Line Description: Post-It Flags, .94" Wide, Yellow, 100 Flags/Pack	30101 /Box (50050	615/81); Staples Cont Class/Item:	6.0000 ract Commer Quantity:	BOX ReqID: 0000014 cial LLC; Stock	\$9.68000 1449 k # 200428 / 20 Item Unit Price: \$3.88000	\$58.08 Schedule Total 00428-1855753; For Jas Total for Line # 3 Extended Amt: \$7.76	\$58.08 \$58.08 Son \$58.08 Due Date: 01/03/2024
Swingline St Erickson/TC Line-Sch: 4-1	Swingline Staples, 0.25 Leg Length, 5000/Box (50050) taples, 0.25 Leg Length, 5000/S Line Description: Post-It Flags, .94" Wide, Yellow, 100 Flags/Pack (680-YW2)	30101 /Box (50050 PCA: 30101	615/81 b); Staples Cont Class/Item: 615/62	6.0000 ract Commer Quantity: 2.0000	ReqID: 0000014 cial LLC; Stock UOM: PAK ReqID: 0000014	\$9.68000 1449 k # 200428 / 20 Item - Unit Price: \$3.88000	\$58.08 Schedule Total 00428-1855753; For Jas Total for Line # 3 Extended Amt: \$7.76 Schedule Total	01/03/2024 \$58.08 son \$58.08 Due Date: 01/03/2024 \$7.76
Swingline St Erickson/TC Line-Sch: 4-1	Swingline Staples, 0.25 Leg Length, 5000/Box (50050) taples, 0.25 Leg Length, 5000/S Line Description: Post-It Flags, .94" Wide, Yellow, 100 Flags/Pack (680-YW2)	30101 /Box (50050 PCA: 30101	615/81 b); Staples Cont Class/Item: 615/62	6.0000 ract Commer Quantity: 2.0000	ReqID: 0000014 cial LLC; Stock UOM: PAK ReqID: 0000014	\$9.68000 1449 k # 200428 / 20 Item Unit Price: \$3.88000	\$58.08 Schedule Total 00428-1855753; For Jas Total for Line # 3 Extended Amt: \$7.76 Schedule Total	01/03/2024 \$58.08 son \$58.08 Due Date: 01/03/2024 \$7.76

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5-1	Line Description: TRU RED8482, 7	PCA: 30101	Class/Item: 615/60	Quantity: 1.0000	UOM: Ea	Unit Price: \$5.93000	Extended Amt: \$5.93	Due Date:
	Compartment Plastic Drawer Organizer, Black (TR55351)					*******	V 3333	01/03/2024
	(1100001)				DID	_	Schedule Total	\$5.93
					ReqID 00000			
	482, 7 Compartment Plastic D or Jason Erickson/TCS	rawer Orga	nizer, Black (TR	55351); Stapl	es Contract	Commercial LLC	C; Stock #24380805 / 24	1380805-
1000700,11	or dason Energon, 100					ltem '	Total for Line # 5	\$5.93
Line-Sch: 6-1	Line Description: TRU RED8482, 6	PCA : 30101	Class/Item: 615/60	Quantity: 1,0000	UOM: EA	Unit Price: \$9.63000	Extended Amt: \$9.63	Due Date:
0-1	Compartment Mesh Drawer Organizer,	30101	013/00	1.0000	LA	φ9.03000	φ9.03	01/03/2024
	MatteBlack (TR55351)						Schedule Total	\$9.63
					ReqID 00000			
	482, 6 Compartment Mesh Dr or Jason Erickson/TCS	awer Organ	izer, MatteBlack	(TR55351); \$	Staples Contr	ract Commercia	I LLC; Stock # 2440249	7 / 24402497-
						ltem '	Total for Line # 6	\$9.63
Line-Sch: 7-1	Line Description: Staples Desktop	PCA : 30101	Class/Item: 615/88	Quantity: 1.0000	UOM: EA	Unit Price: \$3.73000	Extended Amt: \$3.73	Due Date:
	•			•				Due Date: 01/03/2024
	Staples Desktop			•	EA	\$3.73000		
	Staples Desktop			•		\$3.73000 <u>:</u>	\$3.73	01/03/2024
	Staples Desktop			•	EA <u>ReqID</u>	\$3.73000 <u>:</u>	\$3.73	01/03/2024
7-1	Staples Desktop	30101	615/88	1.0000	EA <u>ReqID</u> 00000	\$3.73000 <u>:</u> 14449 d/VTR Registratio	\$3.73 Schedule Total on Services	01/03/2024 \$3.73
7-1 Staples Des	Staples Desktop Dispenser, Black (10566) sktop Dispenser, Black (10566	30101 3); Staples;	615/88 Stock #130674-	1.0000 1855753; For	EA <u>ReqID</u> 00000 Tarsha Redd	\$3.73000 <u>:</u> 14449 d/VTR Registratio Item	\$3.73 Schedule Total on Services Total for Line # 7	\$3.73
7-1	Staples Desktop Dispenser, Black (10566)	30101	615/88	1.0000	EA <u>ReqID</u> 00000	\$3.73000 <u>:</u> 14449 d/VTR Registratio	\$3.73 Schedule Total on Services	01/03/2024 \$3.73
7-1 Staples Des	Staples Desktop Dispenser, Black (10566) sktop Dispenser, Black (10566)	30101 S); Staples;	615/88 Stock #130674-	1.0000 1.	EA ReqID 000000 Tarsha Redd	\$3.73000 1.14449 1/VTR Registration Item Unit Price:	\$3.73 Schedule Total on Services Total for Line # 7 Extended Amt:	\$3.73
7-1 Staples Des	Staples Desktop Dispenser, Black (10566) sktop Dispenser, Black (10566) Line Description: HP 89A Black Standard	30101 S); Staples;	615/88 Stock #130674-	1.0000 1.	EA ReqID 00000 Tarsha Redd UOM: EA	\$3.73000 2.14449 2/VTR Registration Item Unit Price: \$121.25000	\$3.73 Schedule Total on Services Total for Line # 7 Extended Amt:	\$3.73 \$3.73 Due Date:
7-1 Staples Des	Staples Desktop Dispenser, Black (10566) sktop Dispenser, Black (10566) Line Description: HP 89A Black Standard	30101 S); Staples;	615/88 Stock #130674-	1.0000 1.	EA ReqID 000000 Tarsha Redd	\$3.73000 2.14449 2.1777 Registration Item Unit Price: \$121.25000	\$3.73 Schedule Total on Services Total for Line # 7 Extended Amt: \$242.50	\$3.73 \$3.73 Due Date: 01/03/2024
7-1 Staples Des Line-Sch: 8-1	Staples Desktop Dispenser, Black (10566) sktop Dispenser, Black (10566) Line Description: HP 89A Black Standard Yeild Toner Cartridge	30101 S); Staples; PCA: 30101	615/88 Stock #130674- Class/Item: 575/47	1.0000 1855753; For Quantity: 2.0000	ReqID 00000° Tarsha Redd UOM: EA ReqID 00000°	\$3.73000 1. 14449 1. 14449 Unit Price: \$121.25000	\$3.73 Schedule Total on Services Total for Line # 7 Extended Amt: \$242.50 Schedule Total	\$3.73 \$3.73 Due Date: 01/03/2024 \$242.50
7-1 Staples Des Line-Sch: 8-1	Staples Desktop Dispenser, Black (10566) sktop Dispenser, Black (10566) Line Description: HP 89A Black Standard	30101 S); Staples; PCA: 30101	615/88 Stock #130674- Class/Item: 575/47	1.0000 1855753; For Quantity: 2.0000	ReqID 00000° Tarsha Redd UOM: EA ReqID 00000°	\$3.73000 E	\$3.73 Schedule Total on Services Total for Line # 7 Extended Amt: \$242.50 Schedule Total	\$3.73 \$3.73 Due Date: 01/03/2024 \$242.50

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.

Authorized Signature

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

Authorized Signature
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