



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 24078566
 Business Unit # 60800
 Purchase Order # 0000013960

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** A **PO Date:** 01/30/2024 **PO End Date:** 02/09/2024 **PO Method:** DG **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

Ship To Attention: Tammy Sue Wooten
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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:

VTR Monthly Supply Order: February 2024; Needed for the continued operation of VTR.

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:

Authorized Signature

Daphne Free, CTED, CTM

02/01/2024



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Staples Contract Commercial LLC
 Contact Name: support_we@staples.com
 Email: Yorka.Velasco-Caballero@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 MA 01702

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Esselte Top Tab File Folders, 1/3 Tab Cut, Letter 8.5 x 11, 100/Box, Staples Contract & Commercial LLC, Supplier #79373 / 079373-1855753, For Jason Erickson	30101	615/60	1.0000	BOX	\$32.59000	\$32.59	02/09/2024
							Schedule Total	<input type="text" value="\$32.59"/>
							ReqID:	0000014550

Esselte Top Tab File Folders, 1/3 Tab Cut, Letter 8.5 x 11, 100/Box, Staples Contract Commercial LLC, Supplier #79373 / 079373-1855753, For Jason Erickson

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Bostitch PowerCrown Staples, 1/4" Leg Length, 5000 Staples/Box (STCRP21151/4), Staples Contract & Commercial LLC, Supplier #112235/112235-1855753, For Christy Michalik	30101	659/47	10.0000	BOX	\$2.78000	\$27.80	02/09/2024
							Schedule Total	<input type="text" value="\$27.80"/>
							ReqID:	0000014550

Bostitch PowerCrown Staples, 1/4" Leg Length, 5000 Staples/Box (STCRP21151/4), Staples Contract Commercial LLC, Supplier #112235/112235-1855753, For Christy Michalik

Item Total for Line # 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Swingline Staples, 0.25 Leg Length, 5000/Box (50050) Staples Contract & Commercial LLC, Supplier #200428/200428-1855753, For Christy Michalik	30101	615/81	10.0000	BOX	\$9.68000	\$96.80	02/09/2024
							Schedule Total	<input type="text" value="\$96.80"/>
							ReqID:	0000014550

Swingline Staples, 0.25 Leg Length, 5000/Box (50050) Staples Contract Commercial LLC, Supplier #200428/200428-1855753, For Christy Michalik

Item Total for Line # 3

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Highland Sticky Notes, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pack (6539), 3" x 3", Yellow Staples Contract & Commercial LLC, Supplier #823295/823295-1855753, For Christy Michalik	30101	615/62	5.0000	PAK	\$1.94000	\$9.70	02/09/2024
							Schedule Total	<input type="text" value="\$9.70"/>
							ReqID: 0000014550	
Highland Sticky Notes, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pack (6539), 3" x 3", Yellow Staples Contract Commercial LLC, Supplier #823295/823295-1855753, For Christy Michalik								
							Item Total for Line # 4	<input type="text" value="\$9.70"/>
5-1	Swingline Cartridge Electric Desktop Stapler 30 Sheet Capacity Black (69008) Updated, For Jason Erickson	30101	605/85	2.0000	EA	\$170.25000	\$340.50	02/09/2024
							Schedule Total	<input type="text" value="\$340.50"/>
							ReqID: 0000014550	
Swingline Cartridge Electric Desktop Stapler 30 Sheet Capacity Black (69008) Updated, Mono Machines LLC dba Supply Chimp, Supplier #041508-1855753 / 2431087, For Jason Erickson								
							Item Total for Line # 5	<input type="text" value="\$340.50"/>
6-1	Scotch174; Desktop Tape Dispenser, Facet Design, Metallic Black Finish (C17-MB-0), Staples Contract & Commercial LLC, Supplier #2366314/2366314-1855753, For Tarsha Redd	30101	615/88	1.0000	EA	\$5.60000	\$5.60	02/09/2024
							Schedule Total	<input type="text" value="\$5.60"/>
							ReqID: 0000014550	
Scotch174; Desktop Tape Dispenser, Facet Design, Metallic Black Finish (C17-MB-0), Staples Contract Commercial LLC, Supplier #2366314/2366314-1855753, For Tarsha Redd								
							Item Total for Line # 6	<input type="text" value="\$5.60"/>

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7-1	Swingline 174: High Capacity Electric Stapler, 70 Sheets, Black (69270), Staples Contract & Commercial LLC, Supplier #504589/504589-1855753, For Tarsha Redd	30101	615/60	1.0000	EA	\$329.38000	\$329.38	02/09/2024
							Schedule Total	<input type="text" value="\$329.38"/>
							ReqID:	
							0000014550	
Swingline 174: High Capacity Electric Stapler, 70 Sheets, Black (69270), Staples Contract Commercial LLC, Supplier #504589/504589-1855753, For Tarsha Redd								
							Item Total for Line # 7	<input type="text" value="\$329.38"/>
8-1	Staples Desktop Dispenser, Black (10566), Texas SmartBuy, Supplier #130674-1855753, For Tarsha Redd	30101	615/88	1.0000	EA	\$3.73000	\$3.73	02/09/2024
							Schedule Total	<input type="text" value="\$3.73"/>
							ReqID:	
							0000014550	
Staples Desktop Dispenser, Black (10566), Texas SmartBuy, Supplier #130674-1855753, For Tarsha Redd								
							Item Total for Line # 8	<input type="text" value="\$3.73"/>
9-1	Staples Remanufactured Black Standard Replacement Toner, (HP 90A) Updated 01/24, Staples Contract & Commercial LLC, Supplier # 938460 / 938460-1855753, For Jason Erickson	30101	575/47	1.0000	EA	\$98.21000	\$98.21	02/09/2024
							Schedule Total	<input type="text" value="\$98.21"/>
							ReqID:	
							0000014550	
Staples Remanufactured Black Standard Replacement Toner, (HP 90A) Updated 01/24, Staples Contract Commercial LLC, Supplier #938460 / 938460-1855753, For Jason Erickson								
							Item Total for Line # 9	<input type="text" value="\$98.21"/>

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10-1	HP 89A Black Standard Yeild Toner Cartridge (89A) (M507) Updated 12/2023, Staples Contract & Commercial LLC, Supplier #24394160 / 24394160-1855753, For Jason Erickson	30101	575/47	2.0000	EA	\$121.25000	\$242.50	02/09/2024
							Schedule Total	<input type="text" value="\$242.50"/>
							ReqID: 0000014550	
HP 89A Black Standard Yeild Toner Cartridge (89A) (M507) Updated 12/2023, Staples Contract Commercial LLC, Supplier #24394160 / 24394160-1855753, For Jason Erickson								
							Item Total for Line # 10	<input type="text" value="\$242.50"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	HP 89A Black Standard Yield Toner Cartridge, print up to 5000 pages, Staples Contract & Commercial LLC, Supplier #24394160/24394160- 1855753, For Christy Michalik	30101	575/47	20.0000	EA	\$121.25000	\$2,425.00	02/09/2024
							Schedule Total	<input type="text" value="\$2,425.00"/>
							ReqID: 0000014550	
HP 89A Black Standard Yield Toner Cartridge, print up to 5000 pages, Staples Contract Commercial LLC, Supplier #24394160/24394160-1855753, For Christy Michalik								
							Item Total for Line # 11	<input type="text" value="\$2,425.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	HP 58X Black High Yield Toner Cartridge (CF258X), print up to 10000 pages, Staples Contract & Commercial LLC, Supplier #24398982/24398982- 1855753, For Christy Michalik	30101	575/47	5.0000	EA	\$178.32000	\$891.60	02/09/2024
							Schedule Total	<input type="text" value="\$891.60"/>
							ReqID: 0000014550	
HP 58X Black High Yield Toner Cartridge (CF258X), print up to 10000 pages, Staples Contract Commercial LLC, Supplier #24398982/24398982-1855753, For Christy Michalik								
							Item Total for Line # 12	<input type="text" value="\$891.60"/>

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13-1	Smead Hanging File Folder Frames, Letter Size, Gray, 2/Pack (64870) Supplier Part Number: 811341 Manufacturer Part #: 811341-1855753For Jason Erickson	30101	615/60	3.0000	EA	\$12.72000	\$38.16	02/09/2024
							Schedule Total	<input type="text" value="\$38.16"/>
					ReqID: 0000014550			
Office Depot Brand Hanging File Folder Frames, Letter Size, Pack of 6 folders, Office Depot, Supplier #542056 / 24822970, For Jason Erickson								
							Item Total for Line # 13	<input type="text" value="\$38.16"/>

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
Daphne Jones, CTED, CTM
 02/01/2024