



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 25011898
 Business Unit # 60800
 Purchase Order # 0000015159

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** A **PO Date:** 10/16/2024 **PO End Date:** 10/31/2024 **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
 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: Stacey Lynn Cullen

Vendor ID: 1043390816 6 000

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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 current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. These documents can be found at: <http://www.txdmv.gov/contractors-vendors>. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

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

TxDMV Contract Monitor:
 Stacey Cullen

Authorized Signature

Daphne Free, CTED, CTM

10/16/2024



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(512) 465-4164
 stacey.cullen@txdmv.gov
 Camp Hubbard - Building 1

Vendor Contact:
 Contractor: 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	Advantus Deluxe Lanyards, Black, 24/Box (75424) - Item #: 2661128 Model #: AVT75424	30801	080/10	4.0000	EA	\$9.68000	\$38.72	10/31/2024
							Schedule Total	<input type="text" value="\$38.72"/>
					ReqID:			
					0000015900			
							Item Total for Line # 1	<input type="text" value="\$38.72"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Advantus Badge Reels, Smoke, 12/Pack (75551) - Supplier Part Number: 163216	30801	650/23	8.0000	PKG	\$36.93000	\$295.44	10/31/2024
							Schedule Total	<input type="text" value="\$295.44"/>
					ReqID:			
					0000015900			
							Item Total for Line # 2	<input type="text" value="\$295.44"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Post-it Notes, 1 3/8" x 1 7/8", Canary Collection, 100 Sheet/Pad, 24 Pads/Pack (65324VADB) - Item #: 650745 Model #: 65324VADB	30801	700/73	5.0000	PKG	\$5.32000	\$26.60	10/31/2024
							Schedule Total	<input type="text" value="\$26.60"/>
					ReqID:			
					0000015900			
							Item Total for Line # 3	<input type="text" value="\$26.60"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Staples Notepads, 8.5" x 11.75", Wide Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (ST57339) - Item #: 163865 Model #: ST57339M/57339	30801	785/73	4.0000	PKG	\$13.66000	\$54.64	10/31/2024
							Schedule Total	<input type="text" value="\$54.64"/>
							ReqID: 0000015900	
							Item Total for Line # 4	<input type="text" value="\$54.64"/>
5-1	Staples Notepads, 5" x 8", Narrow Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (ST57338) - Item #: 163873 Model #: ST57338	30801	785/73	4.0000	PKG	\$8.96000	\$35.84	10/31/2024
							Schedule Total	<input type="text" value="\$35.84"/>
							ReqID: 0000015900	
							Item Total for Line # 5	<input type="text" value="\$35.84"/>
6-1	Battery Alkaline AA Everyday PK24 - Supplier Part Number: 38W365	30801	670/69	5.0000	PKG	\$20.18000	\$100.90	10/31/2024
							Schedule Total	<input type="text" value="\$100.90"/>
							ReqID: 0000015900	
							Item Total for Line # 6	<input type="text" value="\$100.90"/>
7-1	Battery Alkaline AAA Everyday PK24 - Supplier Part Number: 38W366	30801	670/69	2.0000	PKG	\$26.38000	\$52.76	10/31/2024
							Schedule Total	<input type="text" value="\$52.76"/>
							ReqID: 0000015900	
							Item Total for Line # 7	<input type="text" value="\$52.76"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Zebra Z-Grip Retractable Ballpoint Pen, Fine Point, 0.7mm, Blue Ink, Dozen (23920) - Item #: 24502332 Model #: 23920	30801	615/60	5.0000	DOZ	\$2.95000	\$14.75	10/31/2024
							Schedule Total	<input type="text" value="\$14.75"/>
					ReqID: 0000015900			
							Item Total for Line # 8	<input type="text" value="\$14.75"/>
9-1	Zebra Z-Grip Retractable Ballpoint Pen, Fine Point, 0.7mm, Black Ink, Dozen (23910) - Item #: 24502331 Model #: 23910	30801	615/60	5.0000	DOZ	\$2.95000	\$14.75	10/31/2024
							Schedule Total	<input type="text" value="\$14.75"/>
					ReqID: 0000015900			
							Item Total for Line # 9	<input type="text" value="\$14.75"/>
10-1	Sharpie Tank Highlighter, Chisel Tip, Fluorescent Yellow, Dozen (25025) - Item #: 51165 Model #: 25025	30801	620/90	5.0000	DOZ	\$6.40000	\$32.00	10/31/2024
							Schedule Total	<input type="text" value="\$32.00"/>
					ReqID: 0000015900			
							Item Total for Line # 10	<input type="text" value="\$32.00"/>

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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