

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-5-0000365167
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			Date 12/31/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4551 - Austin:4301 N Lamar Blvd HEALTH & HUMAN SERVICES COMMISSION 4301 N Lamar Blvd Austin TX 78751 United States

Vendor: 1043390816 6
STAPLES CONTRACT AND COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
DALLAS TX 75266
United States

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhs.state.tx.us

Exempt Reason: N/A

Purchaser: Ogle, Tracie L

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY25

Confirmation Order - Do Not Duplicate

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 3 Days After Receipt of PO

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays.

Agency Contact:
Darnella Biddle
Darnella.biddle@hhs.texas.gov

HHS Purchaser:
Tracie Ogle, CTCD, CTCM
512-776-2326
Tracie.ogle@hhs.texas.gov

VENDOR:
Contractor VID: 10433908166
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

PURCHASING METHOD: CP-A
TAC §20.220 The comptroller enters term contracts for the purchase or lease of goods or services used in large quantities by several state agencies.

Contract # - 615-C1
Term: 9/1/23 - 12/31/24
Smartbuy PO: 25047763

REQUIREMENTS/LIMITATIONS:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2025 funding.

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Invoice per 34 TAC \$20,487, amended effective May 1, 2022

Requisition: 0000287607

1-1	MasterVision, 48"x36"x3/4", Melamine Dry=Eraser Board, White (MA051270MV). SPN: 2622401	615-33	1.00	EA	113.61000	\$113.61	01/03/2025
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Schedule Total	\$113.61
Item Total for Line 1	\$113.61
Total PO Amount	\$113.61

No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

Authorized By

Tracie Ogle, (CFO)

12/31/2024