

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-3-0000301428
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 09/28/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 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 - DADS
HEALTH & HUMAN SERVICES COMMISSION
424 Mesquite Dr
PO Box 1132
Mexia TX 76667
United States

Fax: 254/562-1894
Email: 718Accounting@hhs.texas.gov

Purchaser: Arnold,Valerie

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23

NIGP: 645-31 , 700-10, 615-43, 645-31

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:

Lead Contact for SCOR: Jerry McClure
Lead Contact Email: Jerry.McClure@hhs.texas.gov
Lead Contact Phone: 903-683-7621

Lead Contact for Information: Comeekia Jones
Lead Contact Email: Comeekia.Jones@hhs.texas.gov
Lead Contact Phone: 903-683-7806

Requester: Emma Hernandez
Requester Email: EmmaO.Hernandez@hhs.texas.gov
Requester Phone: 903.683.7100

Warehouse: 614
Warehouse Staff: deliver to Comeekia Jones Parrish Bldg 801 Rm 1406

HHSC BUYER:

Valerie Arnold, CTCD, CTCM
Purchaser III
Procurement and Contracting Services
Office: 512-776-7312
valerie.arnold@hhs.texas.gov
1100 W. 49th Street | Mail Code 2020
Austin, TX 78756

VENDOR:

VID: 10433908166
Contractor: Staples Contract Commercial LLC
Contact Name: Jonathan McEwen

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Email: jonathan.mcewen@staples.com
Phone: (210) 253-7267
Alternate Contact Name: Customer Service
Alternate Email: support_ct@staples.com
Alternate Phone: (800) 574-7477
Address: 500 Staples Drive Framingham MA 01702

PURCHASING METHOD: CP/X

Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-20-7502

Smartbuy PO: 23008120

REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition 0000206892

PCS PLEASE CONTACT Comeekia Jones FOR QUESTIONS.
**PLEASE HAVE VENDORS SEND INVOICES VIA EMAIL TO 718Accounting@hhsc.state.tx.us **

Shipping Code: 5035
Billing Code: 6483
SCOR Division: 19 - State Operated Facilities

Fund: 0001 General Revenue

Email PO to:
EmmaO.Hernandez@hhs.texas.gov
comeekia.jones@hhs.texas.gov
Jerry.McClure@hhs.texas.gov
Leah.Alexander@hhs.texas.gov

Justification: Cardstock and binding combs for Workers Comp handouts. 2 inch expansion hanging files to hold Workers Comp files in Coordinators desk drawer.

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Cardstock; Astrobrights Cardstock Paper 65 Lbs 8.5 X 11 Assorted Colors 250/Pack (21004); 645/31; Mnfr #507447-1855753	645-31	3.00	PCK	7.48000	\$22.44	09/29/2022
Schedule Total						<u>\$22.44</u>	
Item Total for Line 1						<u>\$22.44</u>	
document with detailed item information attached.							
2-1	BindingCombs; Fellowes Plastic Comb Binding Spine 90 Sheets 100/Pack (52326); 700/10; Mnfr #573267-1855753	700-10	3.00	PCK	9.87000	\$29.61	09/29/2022
Schedule Total						<u>\$29.61</u>	
Item Total for Line 2						<u>\$29.61</u>	
document with detailed item information attached.							
3-1	Hanging Files; Staples Hanging File Folders 3-Tab 2 Expansion Letter Size Standard Green 25/Box (20027-Cc); 615/43; Mnfr #884240-1855753	615-43	2.00	BOX	13.18000	\$26.36	09/29/2022
Schedule Total						<u>\$26.36</u>	
Item Total for Line 3						<u>\$26.36</u>	
document with detailed item information attached.							
4-1	Cardstock; Astrobrights Cardstock Paper 65 Lbs 8.5 X 11 Stardust WHITE 250/Pack (21408/22401); 645/31; Mnfr #508021-1855753	645-31	2.00	PCK	9.87000	\$19.74	09/29/2022
Schedule Total						<u>\$19.74</u>	
Item Total for Line 4						<u>\$19.74</u>	
document with detailed item information attached.							

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Total PO Amount \$98.15

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 Valerie Arnold, CTCO, CTCM	09/28/2022
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