

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-3-0000301910
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 10/04/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 4547 - Wichita Falls:6515 Kemp Blv HEALTH & HUMAN SERVICES COMMISSION 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States

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

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@dshs.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: 645-33

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 (Program SME) Name: Joshua Dominguez
Lead Contact Email: joshua.dominguez1@hhs.texas.gov
Lead Contact Phone: 940-689-5266

Contract Manager Name: Drew Hardy, CTCM
Contract Manager Email: drew.hardy2@hhs.texas.gov
Contract Manager Phone: 940-552-4055

****Warehouse: Please deliver to Food Service - Joshua Dominguez****

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
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

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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: 23008828

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 0000207261

F3E F2700

PCS PLEASE CONTACT Joshua Dominguez 940-689-5266 FOR QUESTIONS.

** VENDORS SEND INVOICES VIA EMAIL TO ** joshua.dominguez1@hhs.texas.gov

SCOR Division: 19 - State Operated Facilities

PCS Email PO to:

joshua.dominguez1@hhs.texas.gov
drew.hardy2@hhs.texas.gov
dawna.fulford@hhs.texas.gov
stacy.ward@hhs.texas.gov
james.hess1@hhs.texas.gov
patrick.elias@hhs.texas.gov

1-1	Astrobrights Multipurpose Paper 24 Lbs 8.5 x 11 Solar Yellow 500/Pack (22531); Item # 491164	645-33	10.00	RM	6.44000	\$64.40	10/15/2022
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Schedule Total						\$64.40	
Item Total for Line 1						\$64.40	
Total PO Amount						\$64.40	

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	10/04/2022
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