

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Allowed	Ship Via BEST WAY	Purchase Order HHSTX-3-0000301948
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 10/05/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 4546 - Austin:1100 W 49th St (DBGL) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DBGL) PO Box 149347 Austin TX 78756 United States
			Page 1

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

Bill To: Invoice-DSHS Fiscal Claims
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (RBB)
PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Purchaser: Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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AGENCY CONTACT:
Name: Dene Thompson
Phone: 512/776-2457
Email: dene.thompson@dshs.texas.gov

PURCHASER:
Name: Patricia Fletcher
Phone: 512/406-2538
Email: patricia.fletcher@hhs.texas.gov

VENDOR: Staples
Name: Jonathan McEwen
Phone: 210/253-7267
Email: jonathan.mcewen@staples.com
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.
TxMAS Contract: TxMAS-20-7502
Term: 4/16/2020 - 12/19/2022

Smartbuy PO: 23008883

REQUIREMENTS/LIMITATIONS:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO. **FREIGHT:** F.O.B. Destination Freight prepaid Allowed. Delivery hours are from 8-11:30am and 1-4:30pm M-F Except State Holidays
Invoice per 34 TAC §20.487, amended effective May 1, 2022

1-1	WESTCOTT TITANIUM BONDED 8 TITANIUM MULTI-PURPOSE/HEAVY DUTY SCISSORS SHARP TIP GRAY/YELLOW; 2/PACK; NIGP: 60569; SUPPLIER #569577; MANUFACTURER #569577-1855753	605-65	6.00	PKG	9.56000	\$57.36	10/05/2022
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Schedule Total \$57.36

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Questions? Contact: Dene Thompson, 512 776-2457 dene.thompson@dshs.texas.gov

VENDOR INFORMATION:
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
Address: 500 Staples Drive Framingham MA 01702

No quote was attached to the Intake Request

Any State Funds

3063

PO BILL TO INFORMATION
DSHS
ATTN: FISCAL DIVISION/ACCOUNTS PAYABLE
1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

CODE # 4546

FOR DSHS INTERNAL DELIVERY INFO
Loading Dock: L-114
Building: Laboratory L-453.1

Requester Information:
Requester Name: Thanh Ong
Requester Phone Number/Area Code: 512 776-7599
Requester E-mail Address: thanh.ong@dshs.texas.gov

SCOR Division- DSHS-Infectious Disease

Item Total for Line 1 \$57.36

2-1	STAPLES PLASTIC CLIPBOARDS CLEAR (10526); NIGP: 61525; SUPPLIER #121772; MANUFACTURER #121772-1855753	615-25	12.00	EA	3.26000	\$39.12	10/05/2022
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					Schedule Total	\$39.12	
					Item Total for Line 2	\$39.12	
3-1	STAPLES PLASTIC CLIPBOARDS BLACK 6/PACK (23143); NIGP: 61525; SUPPLIER #951060; MANUFACTURER #951060-1855753	615-25	2.00	PKG	10.35000	\$20.70	10/05/2022
					Schedule Total	\$20.70	
					Item Total for Line 3	\$20.70	
4-1	DEFLECT-O NAME PLATE 8.5 W X 2 H (587501); NIGP: 61548; SUPPLIER #2655577; MANUFACTURER #2655577-1855753	615-48	10.00	EA	3.66000	\$36.60	10/05/2022
					Schedule Total	\$36.60	
					Item Total for Line 4	\$36.60	
5-1	STAPLES ELECTRIC PENCIL SHARPENER GRAY/SILVER (21835); NIGP: 60560; SUPPLIER #380806; MANUFACTURER #380806-1855753	605-60	4.00	EA	18.25000	\$73.00	10/05/2022
					Schedule Total	\$73.00	
					Item Total for Line 5	\$73.00	
6-1	STAPLES MAGNETS ASSORTED COLORS 30/PACK (40085-CC); NIGP: 78526; SUPPLIER #382835; MANUFACTURER #382835-1855753	785-26	2.00	PKG	4.48000	\$8.96	10/05/2022
					Schedule Total	\$8.96	

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Item Total for Line 6						\$8.96	
7-1	STAPLES HEAVYWEIGHT SHEET PROTECTORS CLEAR 200/BOX (34846); NIGP: 61539; SUPPLIER #612997; MANUFACTURER #612997- 1855753	615-39	8.00	BOX	14.09000	\$112.72	10/05/2022
Schedule Total						\$112.72	
Item Total for Line 7						\$112.72	
8-1	ADVANTUS BADGE REELS ASSORTED COLORS 20/PACK (75552); NIGP: 08038; SUPPLIER #2636234; MANUFACTURER #2636234-1855753	080-38	2.00	PKG	42.07000	\$84.14	10/05/2022
Schedule Total						\$84.14	
Item Total for Line 8						\$84.14	
9-1	ADVANTUS DELUXE RETRACTABLE ID CARD REEL 30 EXTENSION ASSORTED COLORS 20/PACK; NIGP: 08010; SUPPLIER #2622025; MANUFACTURER #2622025-1855753	080-10	2.00	PKG	37.70000	\$75.40	10/05/2022
Schedule Total						\$75.40	
Item Total for Line 9						\$75.40	
10-1	GEOGRAPHICS OPTIMA WHITE/GOLD AWARD 8.5 X 11 CERTIFICATES CERTIFICATES WHITE/GOLD 25/PACK (GEO39451);	785-32	4.00	PKG	3.02000	\$12.08	10/05/2022

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NIGP: 78532; SUPPLIER #445896							
Schedule Total						\$12.08	
Item Total for Line 10						\$12.08	
11-1	GEOGRAPHICS BLANK AWARD CERTIFICATE WITH GOLD SEAL 8 1/2 X 11 25/PACK BLUE; NIGP: 78532; SUPPLIER #021539	785-32	4.00	PKG	3.02000	\$12.08	10/05/2022
Schedule Total						\$12.08	
Item Total for Line 11						\$12.08	
12-1	OXFORD 11.25 W X 8.75 L CERTIFICATE HOLDERS DARK BLUE 5/PACK; NIGP: 08078; SUPPLIER: 451445	080-78	5.00	PKG	9.40000	\$47.00	10/05/2022
Schedule Total						\$47.00	
Item Total for Line 12						\$47.00	
13-1	HAMMERMILL FORE 8.5 X 11 PAPER 20LBS, 96 BRIGHTNESS, 5000/CARTON (103267); NIGP: 64533; SUPPLIER #014336	645-33	35.00	CTN	60.07000	\$2,102.45	10/05/2022
Schedule Total						\$2,102.45	
Item Total for Line 13						\$2,102.45	
14-1	SHARPIE RETRACTABLE BLACK FINE POINT DOZEN (32701); NIGP: 62090; SUPPLIER #563076	620-90	7.00	DOZ	17.38000	\$121.66	10/05/2022
Schedule Total						\$121.66	

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Item Total for Line 14						\$121.66	
15-1	HIGHLAND MASKING TAPE 2 X 60 YARDS; NIGP: 83224; SUPPLIER #812042	832-24	60.00	ROL	3.10000	\$186.00	10/05/2022
Schedule Total						\$186.00	
Item Total for Line 15						\$186.00	
16-1	POST-IT GREENER NOTES 4 X 6 HELSINKI COLLECTION LINED 5 PADS (6605PKRPA); NIGP: 61562; SUPPLIER #448910	615-62	4.00	PKG	6.08000	\$24.32	10/05/2022
Schedule Total						\$24.32	
Item Total for Line 16						\$24.32	
17-1	POST-IT NOTES 3 X 3 CAPE TOWN COLLECTION LINED 6/PADS (630-6AN); NIGP: 61562; SUPPLIER #382538	615-62	3.00	PKG	3.85000	\$11.55	10/05/2022
Schedule Total						\$11.55	
Item Total for Line 17						\$11.55	
18-1	POST-IT NOTES 3 X 3 CANARY YELLOW LINED 12 PADS (630SS); NIGP: 61562; SUPPLIER #912578	615-62	2.00	PKG	6.64000	\$13.28	10/05/2022
Schedule Total						\$13.28	
Item Total for Line 18						\$13.28	

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19-1	POST-IT FLAGS COMBO PACK .47 WIDE AND .94 WIDE ASSORTED COLORS 320 FLAGS/PACK (683-XL1); NIGP: 61562; SUPPLIER #575671	615-62	6.00	PKG	6.04000	\$36.24	10/05/2022
Schedule Total						<u>\$36.24</u>	
Item Total for Line 19						<u>\$36.24</u>	
20-1	POST-IT PAGE MARKERS 1/2 X 1.75 ASSORTED COLORS 500 SHEETS (670-5AU); NIGP: 61562; SUPPLIER #844308	615-62	10.00	PKG	2.23000	\$22.30	10/05/2022
Schedule Total						<u>\$22.30</u>	
Item Total for Line 20						<u>\$22.30</u>	
21-1	POST-IT ARROW FLAGS .47 WIDE ASSORTED COLORS 100 FLAGS/PACK (684-ARR2); NIGP: 61562; SUPPLIER #379415	615-62	20.00	PKG	1.46000	\$29.20	10/05/2022
Schedule Total						<u>\$29.20</u>	
Item Total for Line 21						<u>\$29.20</u>	
22-1	POST-IT FLAGS VALUE PACK .47 WIDE ASSORTED COLORS 328 FLAGS/PACK (683-VAD1); NIGP: 61562; SUPPLIER #584878	615-62	14.00	PKG	3.79000	\$53.06	10/05/2022
Schedule Total						<u>\$53.06</u>	
Item Total for Line 22						<u>\$53.06</u>	
23-1		615-62	10.00	PKG	3.89000	\$38.90	10/05/2022

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	POST-IT FLAGS VALUE PACK .94 WIDE ASSORTED COLORS 200 FLAGS/PACK PLUS FLAG + HIGHLIGHTER (680-RYBGVA); NIGP: 61562; SUPPLIER #599338						
					Schedule Total	\$38.90	
					Item Total for Line 23	\$38.90	
24-1	POST-IT 'SIGN HERE' MESSAGE FLAGS .47 WIDE ASSORTED COLORS 120 FLAGS/PACK (684-SH); NIGP: 61562; SUPPLIER #844290	615-62	10.00	PKG	2.21000	\$22.10	10/05/2022
					Schedule Total	\$22.10	
					Item Total for Line 24	\$22.10	
25-1	POST-IT SIGN HERE PRINTED FLAGS .47 X 1.7 ASSORTED COLORS 100 FLAGS (684-SH- OPBLA); NIGP: 61562; SUPPLIER #1678506	615-62	10.00	PKG	1.90000	\$19.00	10/05/2022
					Schedule Total	\$19.00	
					Item Total for Line 25	\$19.00	
26-1	STAPLES MANILA FILE FOLDERS LETTER 5 TAB ASSORTED POSITION 100/BOX; NIGP: 61545; SUPPLIER #116699	615-45	4.00	BOX	15.02000	\$60.08	10/05/2022
					Schedule Total	\$60.08	
					Item Total for Line 26	\$60.08	
27-1		785-73	20.00	EA	1.68000	\$33.60	10/05/2022

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	STAPLES COMPOSITION NOTEBOOK 9.75 X 7.5 COLLEGE RULED 100 SHEETS ASSORTED (25536M); NIGP: 78573; MANUFACTURER #572549						
					Schedule Total	\$33.60	
					Item Total for Line 27	\$33.60	
28-1	BROTHER TZE-131 LABEL MAKER TAPE 0.47 W BLACK ON CLEAR; NIGP: 60530; SUPPLIER #917882	605-30	12.00	EA	6.76000	\$81.12	10/05/2022
					Schedule Total	\$81.12	
					Item Total for Line 28	\$81.12	
29-1	PACON ARRAY JUMBO PACK CARDSTOCK PAPER 65 LBS 8.5 X 11 ASSORTED COLORS 250/PACK (101199); NIGP: 64531; SUPPLIER #826173	645-31	1.00	PKG	9.28000	\$9.28	10/05/2022
					Schedule Total	\$9.28	
					Item Total for Line 29	\$9.28	
30-1	EXACT INDEX CARDSTOCK PAPER 110 LBS 8.5 X 11 WHITE 250 SHEETS/PACK (40508/48508); NIGP: 64531; SUPPLIER #812234	645-31	1.00	PKG	6.16000	\$6.16	10/05/2022
					Schedule Total	\$6.16	
					Item Total for Line 30	\$6.16	
Total PO Amount						\$3,449.46	

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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

Patricia Fletcher, CFPM

10/05/2022