

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000302822</b>
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.			<b>Date</b> 10/14/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 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-DSHS Accounts Payable  
HEALTH & HUMAN SERVICES COMMISSION  
6711 S New Braunfels  
Ste 100  
San Antonio TX 78223  
United States

**Fax:** 210/531-7883  
**Email:** SAHAccounting@dshs.texas.gov

**Purchaser:** Alexander, Leslie L 512/406-2424

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

Texas Smart Buy Purchase Order #: 23022048

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PCC: CP/X  
TXMAS-20-7502  
Term: 04/16/2020 thru 12/19/2022  
No Renewals Remaining

Requisition #: 0000209797

See above for SHIP TO ADDRESS ON PO

AGENCY CONTACT:  
Margaret Moreno / 210-531-7718  
Email: Margaret.Moreno@hhs.texas.gov

HHSC terms and conditions attached

Purchaser Information:  
Name: Leslie Alexander  
Phone #: 512-406-2424  
Email Address: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:  
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

Freight Terms are FOB Destination Prepaid and Allowed/Add  
Terms: Net 30

1-1	8.5 W x 11.5 L Peel & Seal Bubble Mailer #2 100/Carton	310-67	1.00	CTN	28.68000	\$28.68	10/17/2022
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**Purchaser:** Alexander, Leslie L 512/406-2424

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					<b>Schedule Total</b>	\$28.68	
					<b>Item Total for Line 1</b>	\$28.68	
2-1	7.25 W X 12 L Peel & Seal Bubble Mailer #1 100/Pack	310-67	1.00	PCK	20.40000	\$20.40	10/17/2022
					<b>Schedule Total</b>	\$20.40	
					<b>Item Total for Line 2</b>	\$20.40	
<b>Total PO Amount</b>						\$49.08	

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**

*Leslie Albert, CTP*

**10/14/2022**