

# 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-3-0000302942</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> 10/17/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> <b>Page</b> 1
			<b>Ship To:</b> 5950 - El Paso:6700 Delta Dr HEALTH & HUMAN SERVICES COMMISSION 6700 Delta Dr 6700 Delta Dr El Paso TX 79905 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:** Andrews, Kimberly 972/337-6254

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23  
Contract: TXMAS-20-7502  
Commodity Code: 08010  
Req#0000209236  
Delivery days: 3  
Smartbuy PO#  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

\*\* VENDORS SEND INVOICES VIA EMAIL TO  
Attn: Terrell State Hospital  
PO BOX 70  
TERRELL TX 75160  
dshs.tshbusinessoffice@dshs.texas.gov

Vendor Name: HD Supply Facilities Maintenance, Ltd.  
Vendor Contact: Hussene Yousof  
Vendor Phone: 877-610-6912  
Vendor Email: HDSFMBids@hdsupply.com  
Quote/Reference #: N/A

Lead Contact (Program SME) Name: Joseph Nava, Financial Officer  
Lead Contact Email: joseph.nava1@hhs.texas.gov  
Lead Contact Phone: 534-5303

Contract Manager Name: Lee, Donna M  
Contract Manager Email: donna.lee@hhs.texas.gov  
Contract Manager Phone: (325) 795-3409

Warehouse: Please deliver to 6700 Delta Dr. El Paso, TX 79905

SCOR Division: 19 - State Operated Facilities

PCS Email PO to:  
dshs.epcbusinessoffice@hhs.texas.gov; blanca.juarez@hhs.texas.gov; Donna.lee@hhs.texas.gov

**REQUIREMENTS/LIMITATIONS:**

Quantities may be increased or decreased upon need during the term of the PO.

The quantities shown are estimates only and do not constitute a guarantee of purchase. Any quantities not ordered and received by August 31, 2023, will be considered cancelled.

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Goods and/or services are to be delivered and invoiced after September 1, 2022.

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY23 funding.

1-1	Advantus Id Badge Holders Clear Part# 890380	080-10	4.00	B50	21.58000	\$86.32	10/17/2022
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**Schedule Total**                     \$86.32

**Item Total for Line 1**                     \$86.32

**Total PO Amount** \$86.32

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**

*Kimberly Andrews*

**10/17/2022**