

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000303017
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 10/18/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 4544 - Austin:1111 W North Loop DEPARTMENT OF STATE HEALTH SERVICES 1111 W North Loop 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: 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 #: 23023646

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

Requisition #: 0000209643

See above for SHIP TO ADDRESS ON PO

AGENCY CONTACT:
Contract: Celeste Ramirez / 737-262-6582
Email: Celeste.Ramirez@dshs.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	Scotch Desktop Tape Dispenser Black (C-38)	615-88	7.00	EA	3.99000	\$27.93	10/21/2022
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Schedule Total							\$27.93
Item Total for Line 1							\$27.93
2-1	Bic Bicvlg361Be Velocity Retractable Ball Pen	620-80	2.00	PKG	32.74000	\$65.48	10/19/2022
Schedule Total							\$65.48
Item Total for Line 2							\$65.48
3-1	Bic Velocity Retractable Ballpoint Pens Medium Black Ink 36/Pack (Vlg361Blk)	620-80	4.00	PCK	14.15000	\$56.60	10/21/2022
Schedule Total							\$56.60
Item Total for Line 3							\$56.60
4-1	Bic Velocity Retractable Ballpoint Pens Medium Point Red Ink Dozen (16268/Vlg11Rd)	620-80	4.00	DZ	8.97000	\$35.88	10/21/2022
Schedule Total							\$35.88
Item Total for Line 4							\$35.88
5-1	Avery Vinyl Job Ticket Holders 9 X 12 Clear 10/Pack (75009)	615-39	6.00	PCK	4.99000	\$29.94	10/21/2022
Schedule Total							\$29.94

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Item Total for Line 5							\$29.94
6-1	HP 95 (C8766WN) Tricolor Original Ink Cartridge with Vivera Ink, 330 Page-Yield	207-72	10.00	EA	31.01000	\$310.10	10/19/2022
Schedule Total							\$310.10
Item Total for Line 6							\$310.10
7-1	HP 920 (B3B30FN) Cyan, Magenta & Yellow Original Ink Cartridges Combo Pack, 300 Page-Yield	207-72	10.00	EA	24.98000	\$249.80	10/19/2022
Schedule Total							\$249.80
Item Total for Line 7							\$249.80
8-1	HP 98/95 (CB327FN) Combo Pack 1/Black & 1/Tri-color Original Ink Cartridges	207-72	20.00	EA	57.70000	\$1,154.00	10/19/2022
Schedule Total							\$1,154.00
Item Total for Line 8							\$1,154.00
Total PO Amount							\$1,929.73

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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



10/18/2022