

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-3-0000303974
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 11/01/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4038 - Corpus Christi:902 Airport HEALTH & HUMAN SERVICES COMMISSION 902 Airport Rd Corpus Christi TX 78405 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 - DADS
 HEALTH & HUMAN SERVICES COMMISSION
 4001 S Hwy 36
 Brenham TX 77833
 United States

Fax: 979/277-1865

Purchaser: Alvarado,Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition #: 0000210707

Shipping Instructions: Ship according to the DUE DATES specified on the PO.

Freight: F.O.B. Destination Freight Prepaid Allowed

Delivery: 5 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:
 Yvonne Almendarez @ 361-844-7864
 Yvonne.Almendarez@hhs.texas.gov

Delivery Contact:
 Adrian Gerry @ 361.844.7734
 adrian.gerry@hhs.texas.gov
 Bldg/Floor/Cubicle: Bldg 519

Purchaser:
 Veronica Alvarado @ (512) 406-2505
 Veronia.Alvarado@hhs.texas.gov

Vendor Information:
 Staples Contract Commercial LLC
 Jonathan McEwen @ 210-253-7267
 jonathan.mcewen@staples.com

Purchasing Method: CP/X
 Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Contract # TXMAS-20-7502 (Funding Begins: 04-16-2020 / Funding Ends: 12-19-2022)
 Smartbuy PO:

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

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	SPN# 234096 Xerox Vitality 8.5 x 14 Multipurpose paper 20Lbs 92 Brightness 500/Ream						
					Schedule Total	\$8.50	
					Item Total for Line 1	\$8.50	
2-1	SPN# 752476 Swingline Heavy Duty Desktop Stapler Remover Silver Chrome	605-82	1.00	EA	8.41000	\$8.41	11/08/2022
					Schedule Total	\$8.41	
					Item Total for Line 2	\$8.41	
3-1	SPN# 386312 Swingline Heavy Duty Desktop Stapler 160 Sheet Capacity Black/Gray (39005)	605-85	1.00	EA	55.31000	\$55.31	11/08/2022
					Schedule Total	\$55.31	
					Item Total for Line 3	\$55.31	
4-1	SPN# 504191 Swingline Premium Heavy Duty Staples 1/2 Leg 100/per strip 1000/box	615-81	1.00	BOX	4.75000	\$4.75	11/08/2022
					Schedule Total	\$4.75	
					Item Total for Line 4	\$4.75	
5-1	SPN# 721944 Smead Card Stock Classification Folders Reinforced 1/3 cut Tab Letter Size Manila 50/box	615-45	2.00	BOX	20.83000	\$41.66	11/08/2022
					Schedule Total	\$41.66	
					Item Total for Line 5	\$41.66	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
6-1	SPN# 650499 Staples Anchor Counter Top pen Medium Point Black Ink	620-80	6.00	EA	1.97000	\$11.82	11/08/2022
Schedule Total						<u>\$11.82</u>	
Item Total for Line 6						<u>\$11.82</u>	
7-1	SPN# 814992 Staples Classic Executive Counter Ballpoint Pen Replacement Medium Tip Black Ink Each	620-81	6.00	EA	1.10000	\$6.60	11/08/2022
Schedule Total						<u>\$6.60</u>	
Item Total for Line 7						<u>\$6.60</u>	
Total PO Amount						\$137.05	

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



11/01/2022

