

# 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-3-0000303985</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> 11/01/22
<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>	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 #: 0000210760

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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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	SPN# 892100 Staples Easyclose Catalog Envelopes 6 X 9 Brown Kraft 100/Box						
					<b>Schedule Total</b>	\$10.78	
					<b>Item Total for Line 1</b>	\$10.78	
2-1	SPN# 806594 Office Essentials Table 'N Tabs Divider A-Z Multicolor Tabs 1 Set	615-39	4.00	SET	3.06000	\$12.24	11/08/2022
					<b>Schedule Total</b>	\$12.24	
					<b>Item Total for Line 2</b>	\$12.24	
3-1	SPN# 1640573 Brother P-Touch Desktop Label Maker (Pt-D400)	605-30	2.00	EA	23.21000	\$46.42	11/08/2022
					<b>Schedule Total</b>	\$46.42	
					<b>Item Total for Line 3</b>	\$46.42	
4-1	SPN# 771352 Staples Erasers Assorted Colors Dozen	620-20	2.00	EA	.48000	\$0.96	11/08/2022
					<b>Schedule Total</b>	\$0.96	
					<b>Item Total for Line 4</b>	\$0.96	
5-1	SPN# 2722147 Staples Fully Automatic Electric Pencil Sharpener Black	605-60	2.00	EA	23.38000	\$46.76	11/08/2022
					<b>Schedule Total</b>	\$46.76	
					<b>Item Total for Line 5</b>	\$46.76	
6-1	SPN# 1417071 Lee Tippi Grips Assorted Colors 10/Pk	605-46	3.00	PCK	4.73000	\$14.19	11/08/2022

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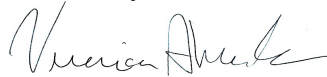
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
<b>Schedule Total</b>							\$14.19
<b>Item Total for Line 6</b>							\$14.19
<b>Total PO Amount</b>							\$131.35

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