

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-3-0000304035
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 1199 - Edinburg;2412 E Richardson HEALTH & HUMAN SERVICES COMMISSION 2412 E Richardson St Edinburg TX 78539 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-HHSC-Adult Protective
HEALTH & HUMAN SERVICES COMMISSION
2520 S Veterans Blvd
PO Box 960
Edinburg TX 78539
United States

Fax: 956/316-8355
Email: reg11purchases@hhsc.state.tx.us

Purchaser: Connell, Ron Lee

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

TXMAS-20-7502
CP/X

Requisition #: HHSTX-3-0000210316
Texas Smart Buy PO - 23028543

Requester: Arlena Salazar
Phone #: (956)614-7111
Email: arlena.salazar@hhs.texas.gov

Ship to Attn: Arlena Salazar, (956)614-7111, arlena.salazar@hhs.texas.gov

Purchaser Name: Ron Connell
Phone #: 512-406-2666
Email: ron.connell@hhs.texas.gov

Vendor Name: STAPLES CONTRACT COMMERCIAL
Contact: JONATHAN MCEWEN
Phone #: 800-574-7477
Email: governmentteam@staples.com

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

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

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	Clip Board, Letter standard clear board, Supplier Part #121772						
					Schedule Total	\$159.00	
					Item Total for Line 1	\$159.00	
2-1	Fingertips, Rubber, 12/DOZ , SMALL, Supplier Part #506139	605-46	25.00	DZ	1.48000	\$37.00	11/07/2022
					Schedule Total	\$37.00	
					Item Total for Line 2	\$37.00	
3-1	Fingertips, Rubber, 12/DOZ , MEDIUM, Supplier Part #321486	605-46	25.00	BX	2.42000	\$60.50	11/07/2022
					Schedule Total	\$60.50	
					Item Total for Line 3	\$60.50	
4-1	Fingertips, Rubber, 12/DOZ , LARGE, Supplier Part #506162	605-46	25.00	DZ	1.60000	\$40.00	11/07/2022
					Schedule Total	\$40.00	
					Item Total for Line 4	\$40.00	
5-1	Glue Stick, 1.4 oz, 6/pack, Supplier Part #886374	615-05	100.00	EA	5.78000	\$578.00	11/07/2022
					Schedule Total	\$578.00	
					Item Total for Line 5	\$578.00	
6-1	Glue, 4oz. All purpose, Supplier Part #346361	615-05	50.00	EA	1.43000	\$71.50	11/07/2022

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					Schedule Total	\$71.50	
					Item Total for Line 6	\$71.50	
7-1	Hole Puncher, Three Hole, Heavy Duty, 34 Sheets, Supplier Part #60567359100	605-67	15.00	EA	36.53000	\$547.95	11/03/2022
					Schedule Total	\$547.95	
					Item Total for Line 7	\$547.95	
8-1	Labeling System, Handheld, DYMO Label Maker LetraTag, Supplier Part #344064	605-30	50.00	EA	19.23000	\$961.50	11/07/2022
					Schedule Total	\$961.50	
					Item Total for Line 8	\$961.50	
9-1	Mailers, Bubble Padded, 8 1/2" x 12", 100/CS Peel/Seal, Supplier Part #507778	310-67	10.00	BX	30.71000	\$307.10	11/07/2022
					Schedule Total	\$307.10	
					Item Total for Line 9	\$307.10	
10-1	Pads, Steno, Notebook, 6x9, White 80 sheets, Supplier Part #78573755713	785-73	200.00	EA	1.28000	\$256.00	11/03/2022
					Schedule Total	\$256.00	
					Item Total for Line 10	\$256.00	
11-1	Paper, Color 500 sheets/ream, Pastel Assorted colors, Supplier Part #826168	785-45	50.00	PKG	8.09000	\$404.50	11/07/2022

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Schedule Total							\$404.50
Item Total for Line 11							\$404.50
12-1	Pencil Sharpener, Elec., Pencil, Desktop, Supplier Part #1624685	605-60	50.00	EA	24.80000	\$1,240.00	11/07/2022
Schedule Total							\$1,240.00
Item Total for Line 12							\$1,240.00
13-1	Staples, Standard, 1/4" Leg, 5000/Box, Supplier Part #889081	615-81	100.00	BX	2.13000	\$213.00	11/07/2022
Schedule Total							\$213.00
Item Total for Line 13							\$213.00
14-1	Tape, Masking, 0.70 X 60 yard Roll, Natural, Supplier Part #572352	832-52	50.00	ROL	1.02000	\$51.00	11/07/2022
Schedule Total							\$51.00
Item Total for Line 14							\$51.00
Total PO Amount							\$4,927.05

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.

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Authorized By



11/01/2022