

# 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-3-0000304113</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> 11/02/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 1721 - Houston:5425 Polk St HEALTH & HUMAN SERVICES COMMISSION 5425 Polk St PO Box 16017 Ste 220 Houston TX 77023 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-HHSC Financial Service  
HEALTH & HUMAN SERVICES COMMISSION  
5425 Polk St  
PO Box 16017  
Ste 220  
Houston TX 77023  
United States

**Fax:** 713/767-2488  
**Email:** Reg\_06\_Regional\_Budget\_PRF@hhsc.state.tx

**Purchaser:** Mills,George M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 03 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. Please call facility 24hrs before delivery.

AGENCY CONTACT:  
Yeshia Mallory  
yeshia.mallory@hhs.texas.gov  
713 767- 2424

Ship to Attn: Yeshia Mallory  
Building and Room number  
HEALTH HUMAN SERVICESCOMMISSION  
5425 Polk St  
PO Box 16017  
Ste 220  
Houston TX 77023  
United States

HHSC BUYER:  
George Mills CTCD  
512-406-2651  
george.mills@hhs.texas.gov

VENDOR:  
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

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Alternate Phone: (800) 574-7477

Address: 500 Staples Drive Framingham MA 01702

PURCHASING METHOD: CP/X

Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-20-7502

Term: Start Date 04/16/2020 End Date 12/19/2022

Smartbuy PO: 23028716

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

Requisition 0000210856

1-1	R06 - Sharpie Permanent Markers Fine Point Black 12/Pack (30001)	620-90	2.00	BOX	8.09000	\$16.18	11/07/2022
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**Schedule Total**                     \$16.18

**Item Total for Line 1**                     \$16.18

2-1	R06 - Sharpie Permanent Marker Fine Point Red Dozen (30002)	620-90	1.00	BOX	8.09000	\$8.09	11/07/2022
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**Schedule Total**                     \$8.09

Please send copy of purchase order to Logaan.Duvernay@hhs.texas.gov, yeshia.mallory@hhs.texas.gov; veronica.barnes@hhs.texas.gov; purnella.enard-smith@hhs.texas.gov; keva.jones@hhs.texas.gov; armando.lopez@hhs.texas.gov  
"SCOR Division is HHSC System Support Services" Replenish office supplies.

**Item Total for Line 2**                     \$8.09

3-1	R06 - Sharpie Permanent Markers Fine Point Blue 12/Pack (30003)	620-90	1.00	BOX	8.09000	\$8.09	11/07/2022
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**Item Total for Line 3**                     \$8.09

**Total PO Amount** \$32.36

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.

<b>Authorized By</b> 	<b>11/02/2022</b>
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