

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-3-0000304116
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 11/02/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1288 - Arlington:2220 Forum Dr HEALTH & HUMAN SERVICES COMMISSION 2220 Forum Dr Arlington TX 76010 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 Financial Service
HEALTH & HUMAN SERVICES COMMISSION
801 S State Highway 161
PO Box 532089
Grand Prairie TX 75051
United States

Fax: 972/337-6257
Email: Reg03_AP@hhsc.state.tx.us

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 #: 23028714

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

Requisition #: 0000210974

See above for SHIP TO ADDRESS ON PO

AGENCY CONTACT:
Name: Jazlyn Davis / 972-337-6210
Email: Jazlyn.davis19@hhs.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	Punch, Three Holes, Heavy Duty, Padded Handle, 45 Sheets, 9/32" Diameter Holes, Removable Chip Tray,	605-67	50.00	EA	36.53000	\$1,826.50	11/03/2022
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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 2
			Ship To: 1288 - Arlington:2220 Forum Dr HEALTH & HUMAN SERVICES COMMISSION 2220 Forum Dr Arlington TX 76010 United States

Vendor: 1043390816 6
STAPLES CONTRACT AND COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
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Purchaser: Alexander, Leslie L 512/406-2424

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					Schedule Total	\$1,826.50	
					Item Total for Line 1	\$1,826.50	
2-1	Punch, Two-hole, Heavy Duty, 25 Sheets Comm Code 60567431082	605-67	50.00	EA	8.67000	\$433.50	11/03/2022
					Schedule Total	\$433.50	
					Item Total for Line 2	\$433.50	
Total PO Amount						\$2,260.00	

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

Leslie Alexander, CPA

11/02/2022