

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-3-0000304172
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 11/03/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 11/4/2022
			Page 1
			Ship To: 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 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
424 Mesquite Dr
PO Box 1132
Mexia TX 76667
United States

Fax: 254/562-1894
Email: 718Accounting@hhs.texas.gov

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-3-0000211136
Texas Smart Buy PO - 23028842

Requester: Teresa Wittenburg
Phone #: 903-683-7278
Email: Teresa.Wittenburg@hhs.texas.gov

Ship to Attn: Teresa Wittenburg, 903-683-7278, Teresa.Wittenburg@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.

1-1	Moistener, Lee Sortkwik 1 Oz fingertip moistener pink (10400)	605-46	5.00	EA	2.17000	\$10.85	11/07/2022
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Schedule Total						\$10.85	
Item Total for Line 1						\$10.85	
2-1	Staple Remover, Staples Flat Push Staple Remover Black 24567-cc	605-82	5.00	EA	2.58000	\$0.00	CANCEL
Schedule Total						\$0.00	
Item Total for Line 2						\$0.00	
3-1	Tabs, Post It Tabs 2 Wide Lined Assorted Colors 24 tabs/ pack 686F-1	615-62	5.00	EA	1.83000	\$9.15	11/07/2022
Schedule Total						\$9.15	
Item Total for Line 3						\$9.15	
4-1	File Box, Pendaflex Portable Hanging File Box Letter Size Black (PFX 20861)	615-17	2.00	EA	19.86000	\$39.72	11/07/2022
Schedule Total						\$39.72	
Item Total for Line 4						\$39.72	
5-1	Desk File, Smead Paper Desk File Navy Blue (89282)	615-33	3.00	EA	14.94000	\$44.82	11/07/2022
Schedule Total						\$44.82	
Item Total for Line 5						\$44.82	
6-1	Pens, Pentel EnerGel Nv Liquid Gel Pens Bold Point Red Dozen	620-80	1.00	DOZ	17.27000	\$17.27	11/07/2022
Schedule Total						\$17.27	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Item Total for Line 6						<u>\$17.27</u>	
7-1	Notebook, Staples Accel 5 subject notebook 8.5 x 11 college ruled 150 sheets black (24430)	785-73	2.00	EA	8.56000	\$17.12	11/07/2022
Schedule Total						<u>\$17.12</u>	
Item Total for Line 7						<u>\$17.12</u>	
8-1	Pens, Pentel Energel 0.7 mm medium retractable gel ink pens black	620-80	2.00	EA	16.94000	\$33.88	11/07/2022
Schedule Total						<u>\$33.88</u>	
Item Total for Line 8						<u>\$33.88</u>	
9-1	Pens, Pentel Energel Rtx Retractable Gel Pens Medium Point Blue Ink 12 pack (B177Pw-C)	620-80	2.00	EA	17.15000	\$34.30	11/07/2022
Schedule Total						<u>\$34.30</u>	
Item Total for Line 9						<u>\$34.30</u>	
10-1	Pens, Pentel Energel Rtx Retractable Gel Pens Medium Point Assorted Ink 6/pack	620-80	3.00	P06	8.58000	\$25.74	11/07/2022
Schedule Total						<u>\$25.74</u>	
Item Total for Line 10						<u>\$25.74</u>	
11-1	Notes, Staples Stickies Standard Notes 3x3 assorted 100 sheets/pad 12 pads/pack (19758-us)	615-62	3.00	DOZ	4.51000	\$13.53	11/07/2022

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					Schedule Total	\$13.53	
					Item Total for Line 11	\$13.53	
12-1	Notes, Staples Stickies Standard Notes 3x3 assorted bold 100 sheets/ pad 12 pads/pack (s33BO12/52566)	615-62	3.00	DOZ	4.89000	\$14.67	11/07/2022
					Schedule Total	\$14.67	
					Item Total for Line 12	\$14.67	
Total PO Amount						\$261.05	

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



11/04/2022