

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-3-0000304176
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 Page 1
			Ship To: 5884 - Denton:3980 State School Rd HEALTH & HUMAN SERVICES COMMISSION 3980 State School Rd PO Box 368 Denton TX 76210 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-DSHS Accounts Payable
DEPARTMENT OF STATE HEALTH SERVICES
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Fax: 972/551-8052
Email: DSHS.TSHBusinessOffice@dshs.texas.gov

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 #: 0000211020

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

PLEASE SEND INVOICES VIA EMAIL TO: DSHS.TSHBusinessOffice@dshs.texas.gov

Agency Contact:
Griselda Gonzalez @ 940-591-3304
griselda.gonzalez@hhs.texas.gov

Warehouse Please Deliver To:
Jessica Pfullmann @ (940) 591-3567
Jessica.Pfullmann@hhsc.state.tx.us
BUILDING 503 CENTRAL SUPPLY

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
1-1	Pilot G-2 Retractable Gel Pens Bold Point Black Ink Dozen (31256); SUPPLIER PART#648102	620-80	5.00	DZ	11.01000	\$55.05	11/10/2022
Schedule Total						<u>\$55.05</u>	
Item Total for Line 1						<u>\$55.05</u>	
2-1	Scotch Magic Tape W/Tape Dispenser Write On Matte Finish 3/4 X 27.77 1 Core 10 Rolls; SUPPLIER PART#2363767	615-88	5.00	PKG	21.85000	\$109.25	11/10/2022
Schedule Total						<u>\$109.25</u>	
Item Total for Line 2						<u>\$109.25</u>	
3-1	Bic Wite-Out Shake'N Squeeze Correction Pen White (50694); SUPPLIER PART#450852	615-29	5.00	EA	1.22000	\$6.10	11/10/2022
Schedule Total						<u>\$6.10</u>	
Item Total for Line 3						<u>\$6.10</u>	
4-1	Sharpie Permanent Markers Fine Point Black 36/Pack (35010); SUPPLIER PART#332893	620-90	5.00	PKG	32.79000	\$163.95	11/10/2022
Schedule Total						<u>\$163.95</u>	
Item Total for Line 4						<u>\$163.95</u>	
5-1	Sanford Sharpie Tank Style Fluorescent Highlighter Yellow; SUPPLIER	620-90	4.00	PKG	16.64000	\$66.56	11/10/2022

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Purchaser: Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	PART#1253524						
					Schedule Total	\$66.56	
					Item Total for Line 5	\$66.56	
6-1	Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets, Freight Included; SUPPLIER PART#78573755713	785-73	5.00	EA	1.28000	\$6.40	11/10/2022
					Schedule Total	\$6.40	
					Item Total for Line 6	\$6.40	
Total PO Amount						\$407.31	

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



11/03/2022