

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000304248
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: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 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 Fiscal Claims
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (RBB)
PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Purchaser: Arnold, Valerie

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

NIGP: 620-80 785-73 645-33

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 3 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

AGENCY CONTACT:
PATRICIA CORTEZ@dshs.texas.gov
patsy.cortez@dshs.texas.gov

Please deliver to Patsy Cortez Moreton Bldg. 7th Floor Executive Suites Cube M753 (ext. 7363)*

HHSC BUYER:
Valerie Arnold, CTCD, CTCM
Purchaser III
Procurement and Contracting Services
Office: 512-776-7312
valerie.arnold@hhs.texas.gov
1100 W. 49th Street | Mail Code 2020
Austin, TX 78756

VENDOR:
VID: 10433908166
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
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.

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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 2
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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Txmas Contract: TXMAS-20-7502

Smartbuy PO: 23028956

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 0000211035

Texas Smart Buy TXMAS-20-7502
Staples

1-1	Pilot Precise Grip Rollerball Pens Bold Point Black Ink Dozen Supplier Part Number 572062	620-80	2.00	DOZ	12.97000	\$25.94	11/09/2022
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Schedule Total \$25.94

Item Total for Line 1 \$25.94

2-1	Pilot Precise Grip Rollerball Pens Bold Point Blue Ink Dozen Supplier Part # 572070	620-80	2.00	DOZ	12.97000	\$25.94	11/09/2022
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Schedule Total \$25.94

Item Total for Line 2 \$25.94

3-1	Staples Notepads 8.5 X 11.75 Wide White 50 Sheets/Pad 12 Pads/Pack Supplier Part #462332	785-73	2.00	DOZ	15.87000	\$31.74	11/09/2022
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Schedule Total \$31.74

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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 3						\$31.74	
4-1	Staples 8.5 X 11 Multipurpose Paper 22 Lbs. 98 Brightness 500/Ream 10 Reams/Carton Supplier Part # 649243	645-33	2.00	CTN	81.26000	\$162.52	11/09/2022
Schedule Total						\$162.52	
Item Total for Line 4						\$162.52	
Total PO Amount						\$246.14	

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 Valerie Arnold, CTCD, CTCM	11/03/2022
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