

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-3-0000305896
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 12/01/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1787 - Houston:5425 Polk St HEALTH & HUMAN SERVICES COMMISSION 5425 Polk St PO Box 16017 Ste. 230 Houston TX 77023 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
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: Prince,Sheana Denea 512/406-2548

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Funding
IT/D
NIGP 204/68
Requisition: 0000211978

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

Include P.O. Number on packing Slips, Cartons, Packages, Bundles, ETC.

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

DELIVERY: 3-7 Days After Receipt of PO

Delivery Hours: 8:00-11:30 AM and 1:00-4:30 PM Monday-Friday except designated State Holidays

AGENCY CONTACT:
Della Carrillo
(713) 219-3286
Della.Carrillo@hhs.texas.gov

HHSC BUYER:
Sheana Prince, CTCD
(512) 406-2548
Sheana.Prince@hhs.texas.gov

VENDOR CONTACT:
Staples Contract Commercial LLC
Jonathan McEwen or Customer Service
(210) 253-7267 or (800) 574-7477
Jonathan.McEwen@staples.com or support_ct@staples.com

Quote: Pricing per vendor website

PURCHASING METHOD: IT/D
Purchase of IT Commodities Not Available Through DIR
Purchase made under the Authority of
1 TEX. ADMIN. CODE § 212.22 (Blanket Exemption)

REQUIREMENTS/LIMITATIONS:

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This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

1-1	Item #: 24381075 NXT Technologies UC-2000 Noise-Canceling Stereo Computer Headset, Over-the-Head, Black (NX55445) NIGP: 20468	204-68	10.00	EA	46.99000	\$469.90	12/19/2022
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Schedule Total \$469.90

Item Total for Line 1 \$469.90

Total PO Amount \$469.90

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

Sheana Prince

12/05/2022