

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000306509</b>
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.			<b>Date</b> 12/12/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> <b>Page</b> 1
			<b>Ship To:</b> 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:** Andrews, Kimberly 972/337-6254

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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CP/X - TXMAS Contract  
FY23  
NIGP: 615-A1  
Note: Post Award to ESBD if over \$25,000

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

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

DELIVERY: X 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:**  
Teresa Walley Wittenburg  
Administrative Assistant III for Admissions/Social Services  
Rusk State Hospital / Texas Department of State Health Services  
805 N. Dickinson Drive / P. O. Box 318, Rusk, Texas 75785  
teresa.wittenburg@hhs.state.tx.us  
Office: 903-683-7278 / Fax: 903-683-7898

**HHSC BUYER:**  
Kimberly Andrews, CTCD  
Purchaser IV-Admin.Goods Team  
Procurement and Contracting Services (PCS)  
801 S Hwy 161 Suite 620, Office F  
Grand Prairie, Texas 75051  
Teleworking-please call thru Microsoft  
Office: 972-337-6254  
Kimberly.Andrews@hhs.texas.gov

**VENDOR:**  
Contractor: Staples Contract Commercial LLC  
Contract: TXMAS-20-7502

**PURCHASING METHOD:** CP/X  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract. Purchase made under the Authority of 2155.502 Development of Multiple Award Schedule.

Smartbuy PO: X

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**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 0000213703

1-1	Pens, Zebra Pen Jimmie Gel Rollerball Stick Pen 0.7 mm medium point assorted bonus box 20+4	620-80	4.00	BX	20.21000	\$80.84	01/31/2023
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**Schedule Total**                     \$80.84

Supplier Part Number 78632

**Item Total for Line 1**                     \$80.84

2-1	Pens, Pentel EnerGel Rtx Liquid Gel Pen 0.7mm blue each B177C	620-80	30.00	EA	1.86000	\$55.80	01/31/2023
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**Schedule Total**                     \$55.80

Supplier Part Number 926739

**Item Total for Line 2**                     \$55.80

3-1	Pens, Paper Mate Profile Rt Retractable Ballpoint Pens bold point assorted ink dozen 1788863	620-80	2.00	PKG	10.92000	\$21.84	01/31/2023
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**Schedule Total**                     \$21.84

Supplier Part Number 924808

**Item Total for Line 3**                     \$21.84

4-1	Pens, Pilot Retractable Ballpoint Pens Medium Point Black black ink dozen 32370	620-80	3.00	DOZ	10.96000	\$32.88	01/31/2023
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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date	
<b>Schedule Total</b>						\$32.88		
Supplier Part Number 752368							<b>Item Total for Line 4</b>	\$32.88
5-1	Pens, Papermate Retractable Gel Pens Medium Point Red Ink Dozen 1746326	620-80	2.00	DOZ	8.34000	\$16.68	01/31/2023	
<b>Schedule Total</b>						\$16.68		
Supplier Part Number 752354							<b>Item Total for Line 5</b>	\$16.68
6-1	Pens, Zebra Sarasa Rapid Dry Ink Retractable Gel Pens Medium Point .7mm assorted 14/pk Zeb 46824	620-80	3.00	PKG	15.91000	\$47.73	01/31/2023	
<b>Schedule Total</b>						\$47.73		
Supplier Part Number 1571559							<b>Item Total for Line 6</b>	\$47.73
7-1	Pens, Pentel Energel X Retractable Roller Gel Pen Medium Point black ink 24/pack B1107Asw2	620-80	4.00	PKG	23.23000	\$92.92	01/31/2023	
<b>Schedule Total</b>						\$92.92		
Supplier Part Number 1060933							<b>Item Total for Line 7</b>	\$92.92
8-1	Crayons, Crayola 16/box	785-30	10.00	B10	1.25000	\$12.50	01/31/2023	
<b>Schedule Total</b>						\$12.50		
Supplier Part 738112							<b>Item Total for Line 8</b>	\$12.50

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9-1	Staple Remover, Bostitch Professional Magnetic Push Staple Remover Black 4000M-Blk	605-82	10.00	EA	3.09000	\$30.90	01/31/2023
<b>Schedule Total</b>						<u>\$30.90</u>	
<b>Item Total for Line 9</b>						<u>\$30.90</u>	
<b>Total PO Amount</b>						<span style="border: 1px solid black; padding: 2px;">\$392.09</span>	

Supplier Part Number 471544

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**

*Kimberly Andrews*

**12/12/2022**