

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-3-0000306519
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 12/12/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
		Ship To:	6079 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ave Ste 500 San Antonio TX 78223 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
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

Purchaser: Rodriguez,Linda 512/406-2533

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition # 212920

Freight Terms: FOB Destination Prepaid and Allowed

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

SMARTBUY PO # 23059351

Agency Delivery Contact:
Melissa Schulz @ 210-531-8207
Melissa.Schulz@hhs.texas.gov

Purchaser Information:
Linda Rodriguez @ 512-406-2533
Linda.Rodriguez3@hhs.texas.gov

Vendor Information:
Staples Contract Commercial
Jonathan McEwen@ (210) 253-7267
jonathan.mcewen@staples.com

Procurement Method: CP/X
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Contract #: TXMAS-20-7502 - Start Date: 4/16/2020 - End Date: 12/19/2022

Requirements/Limitations:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature.

INCLUDE P.O. NUMBER ON PACKING SLIPS, CARTONS, PACKAGES, BUNDLES, ETC.

1-1	Part # 424576 - Pilot G2 Retractable Gel Pens Fine Point Red Ink 12/Pack (31022)	620-80	2.00	DOZ	11.01000	\$22.02	12/14/2022
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Schedule Total	\$22.02
Item Total for Line 1	\$22.02

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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 2
			Ship To: 6079 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ave Ste 500 San Antonio TX 78223 United States

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
2-1	Part # 649245 - Staples Executive Desktop Dispenser Silver (13566)	615-88	1.00	EA	5.11000	\$5.11	12/14/2022

Schedule Total \$5.11

Item Total for Line 2 \$5.11

Total PO Amount \$27.13

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.

<p>Authorized By <i>Linda Rodriguez, CTED, CTM</i> 12/12/2022</p>
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