

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-3-0000306527
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: 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 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: Alexander, Leslie L 512/406-2424

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

Texas Smart Buy Purchase Order #: 23059384

PCC: CP/X
TXMAS-20-7502
Term: 04/16/2020 thru 12/19/2022
No Renewal Options

Requisition #: 0000213938

See above for SHIP TO ADDRESS ON PO

Agency Contact:
SME/Lead Contact: Margaret Moreno
Lead Email: margaret.moreno@hhs.texas.gov
Lead Phone: 210-531-7718

Contract Manager: Melissa Maddox
Contract manager phone: 210-531-7357
Contract manager email: melissa.maddox@hhs.texas.gov

HHSC terms and conditions attached

Purchaser Information:
Name: Leslie Alexander
Phone #: 512-406-2424
Email Address: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:

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

Freight Terms are FOB Destination Prepaid and Allowed/Add
Terms: Net 30

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1-1	Dymo Letratag Plus Lt-100H Portable Label Maker (21455) CC:60530 SPN:645301	605-30	2.00	EA	27.13000	\$54.26	12/15/2022
Schedule Total						\$54.26	
Item Total for Line 1						\$54.26	
Total PO Amount						\$54.26	

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



12/12/2022