

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

|  |   |                             |   |
|--|---|-----------------------------|---|
| <b>Payment Terms</b><br>Net 30   | <b>Freight Terms</b><br>Prepaid & Allow | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-3-0000306551</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><br>12/12/22   |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br><br><b>Page</b><br>1   |
|  |   |                             | <b>Ship To:</b><br>5350 - San Antonio:6711 S New Brau<br>DEPT FAMILY AND PROTECTIVE SERVICES<br>6711 S New Braunfels<br>San Antonio TX 78223<br>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:** De La Rosa,Lindsey M

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

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:  
Ship to Attn: Rachel Eubanks  
+1 (903) 683-7528  
Rachel.Eubanks@hhs.texas.gov

HHSC BUYER:  
Lindsey De La Rosa  
7766284  
lindsey.delarosa@hhs.texas.gov

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. Purchase made under the Authority of 2155.502 Development of Multiple Award Schedule.

Txmas Contract: TXMAS-20-7502  
Term: 4/16/2020-12/19/2022  
Smartbuy PO: 23059431

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 214162

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**Purchaser:** De La Rosa, Lindsey M

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|------------------------------|---|------------|----------|-----|----------|--------------|------------|
| 1-1                          | Oxford Index Card File Box Black<br>Supplier Part Number: 388723<br>Manufacturer Part #: 388723 - 1855753       | 615-60     | 12.00    | EA  | 5.43000  | \$65.16      | 12/12/2022 |
| <b>Schedule Total</b>        |   |            |          |     |          | \$65.16      |            |
| <b>Item Total for Line 1</b> |   |            |          |     |          | \$65.16      |            |
| 2-1                          | Avery Clean Edge Inkjet Business Cards<br>Supplier Part Number: 884614<br>Manufacturer Part #: 884614 - 1855753 | 615-60     | 10.00    | PKG | 7.56000  | \$75.60      | 12/12/2022 |
| <b>Schedule Total</b>        |   |            |          |     |          | \$75.60      |            |
| <b>Item Total for Line 2</b> |   |            |          |     |          | \$75.60      |            |
| <b>Total PO Amount</b>       |   |            |          |     |          | \$140.76     |            |

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.

|                      |
|----------------------|
| <b>Authorized By</b> |
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*Linsay De La Rosa*

12/12/2022