

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000307911
Net 30	Prepaid & Allow	BEST WAY	Date	Revision
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.			01/09/23	1 - 1/10/2023
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	6656 - Lubbock:3401 N University A HEALTH & HUMAN SERVICES COMMISSION 3401 N University Ave 3401 N University Ave Lubbock TX 79415 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  
2501 Maple St  
PO Box 451  
Abilene TX 79602  
United States

**Fax:** 325/795-3807  
**Email:** 710Accounting@hhsc.state.tx.us

**Purchaser:** Connell,Ron Lee

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

TXMAS-20-7502  
CP/X

Requisition #: HHSTX-3-0000215994  
Texas Smart Buy PO - 23072100

Requester: Luisa Olguin-Torrez  
Phone #: 806-741-3511  
Email: luisa.olguin-torrez@hhs.texas.gov

Ship to Attn: Luisa Olguin-Torrez, 806-741-3511, luisa.olguin-torrez@hhs.texas.gov, BLDG.501 RM. 119

Purchaser Name: Ron Connell  
Phone #: 512-406-2666  
Email: ron.connell@hhs.texas.gov

Vendor Name: STAPLES CONTRACT COMMERCIAL  
Contact: JONATHAN MCEWEN  
Phone #: 800-574-7477  
Email: governmentteam@staples.com

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

\*\*\*\*\*  
Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.  
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1-1	brother P-Touch label Maker Item#1236732	605-30	1.00	EA	78.84000	\$0.00	CANCEL
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<b>Schedule Total</b>							\$0.00
<b>Item Total for Line 1</b>							\$0.00
2-1	Brother TZE241 Label maker tape 3/4 Tape w black on white Item#917883	605-30	6.00	EA	10.38000	\$62.28	01/12/2023
<b>Schedule Total</b>							\$62.28
<b>Item Total for Line 2</b>							\$62.28
3-1	Staples 2 3 Ring Better Binder Black item#648822	615-37	4.00	EA	7.52000	\$30.08	01/12/2023
<b>Schedule Total</b>							\$30.08
<b>Item Total for Line 3</b>							\$30.08
4-1	3-3 ring Better Binder White Item#702879	615-37	4.00	EA	11.48000	\$45.92	01/12/2023
<b>Schedule Total</b>							\$45.92
<b>Item Total for Line 4</b>							\$45.92
5-1	Scotch magic Tape with Desktop refillable Dispenser Item#829983	615-88	2.00	PCK	12.15000	\$24.30	01/12/2023
<b>Schedule Total</b>							\$24.30
<b>Item Total for Line 5</b>							\$24.30
6-1	Offstamp Ink Refill Black Ink Item#819373	615-77	2.00	EA	4.76000	\$9.52	01/12/2023

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<b>Schedule Total</b>						\$9.52	
<b>Item Total for Line 6</b>						\$9.52	
7-1	Bostitch Impluse 25 Eletric Stapler Full strip Capacity White Item#414714	605-85	1.00	EA	45.46000	\$45.46	01/12/2023
<b>Schedule Total</b>						\$45.46	
<b>Item Total for Line 7</b>						\$45.46	
8-1	Smead Erasable Supertab file folder erasable Oversized 1/3 cut tab assorted Item#085731	615-45	6.00	PCK	13.41000	\$80.46	01/12/2023
<b>Schedule Total</b>						\$80.46	
<b>Item Total for Line 8</b>						\$80.46	
9-1	Sharpie Permanent markers Fine Point Assorted Colors 24pk Item#752356	620-90	2.00	PCK	18.03000	\$36.06	01/12/2023
<b>Schedule Total</b>						\$36.06	
<b>Item Total for Line 9</b>						\$36.06	
10-1	Deflect-O Cube Plastic Storage Drawers Clear Item#810958	620-10	2.00	EA	20.42000	\$40.84	01/12/2023
<b>Schedule Total</b>						\$40.84	
<b>Item Total for Line 10</b>						\$40.84	
11-1	Onyx Desk Organizer 2 Horizontal 6 Upright sections white Item#2431913	620-10	2.00	EA	73.86000	\$147.72	01/12/2023

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					<b>Schedule Total</b>	<u>\$147.72</u>	
					<b>Item Total for Line 11</b>	<u>\$147.72</u>	
12-1	1-3 ring better binder white Item#648812	615-37	4.00	EA	5.45000	\$21.80	01/12/2023
					<b>Schedule Total</b>	<u>\$21.80</u>	
					<b>Item Total for Line 12</b>	<u>\$21.80</u>	
13-1	2-3 Ring Better Binder White Item#648814	615-37	4.00	EA	7.52000	\$30.08	01/12/2023
					<b>Schedule Total</b>	<u>\$30.08</u>	
					<b>Item Total for Line 13</b>	<u>\$30.08</u>	
14-1	1-3 Ring Better Binder Black Item#648819	615-37	4.00	EA	5.45000	\$21.80	01/12/2023
					<b>Schedule Total</b>	<u>\$21.80</u>	
					<b>Item Total for Line 14</b>	<u>\$21.80</u>	
15-1	1.5-3ring better binder black Item#648821	615-37	4.00	EA	6.40000	\$25.60	01/12/2023
					<b>Schedule Total</b>	<u>\$25.60</u>	
					<b>Item Total for Line 15</b>	<u>\$25.60</u>	
16-1	1.5 3-ring Better Binder white Item#648813	615-37	4.00	EA	6.40000	\$25.60	01/12/2023
					<b>Schedule Total</b>	<u>\$25.60</u>	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					<b>Item Total for Line 16</b>	<u>\$25.60</u>	
17-1	2-3Ring Better Binder Black Item#648822	615-37	2.00	EA	7.52000	\$15.04	01/12/2023
					<b>Schedule Total</b>	<u>\$15.04</u>	
					<b>Item Total for Line 17</b>	<u>\$15.04</u>	
18-1	1-3 Ring Better Binder Teal Item#651740	615-37	2.00	EA	5.56000	\$11.12	01/12/2023
					<b>Schedule Total</b>	<u>\$11.12</u>	
					<b>Item Total for Line 18</b>	<u>\$11.12</u>	
19-1	Post it notes 1.5x 2 Marsellie collection Item#689309	615-62	2.00	PCK	5.89000	\$11.78	01/12/2023
					<b>Schedule Total</b>	<u>\$11.78</u>	
					<b>Item Total for Line 19</b>	<u>\$11.78</u>	
20-1	Astrosbrights Vintage Multipurpose paper 24 lbs 8.5x11 Assorted Item#507444	645-33	2.00	RM	11.58000	\$23.16	01/12/2023
					<b>Schedule Total</b>	<u>\$23.16</u>	
					<b>Item Total for Line 20</b>	<u>\$23.16</u>	
21-1	Post it Pop-ups 3x3 Marseille Collection Item#2715742	615-62	2.00	PCK	13.00000	\$26.00	01/12/2023
					<b>Schedule Total</b>	<u>\$26.00</u>	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date	
					Item Total for Line 21	\$26.00		
22-1	Post it pop up Notes 3x3 Cape Town Collection Item#599337	615-62	2.00	PCK	8.73000	\$17.46	01/12/2023	
					Schedule Total	\$17.46		
					Item Total for Line 22	\$17.46		
23-1	post it sticky Meeting Notes 6x4 Rio De Janeiro Collection Item#592836	615-62	2.00	PCK	6.16000	\$12.32	01/12/2023	
					Schedule Total	\$12.32		
					Item Total for Line 23	\$12.32		
24-1	Sharpie Permanent markers fine Point Black 12 pack Item#125328	620-90	1.00	DOZ	8.09000	\$8.09	01/12/2023	
					Schedule Total	\$8.09		
					Item Total for Line 24	\$8.09		
25-1	Post it Super Sticky Notes 4x4 Marrakesh Collection lined 6 pads Item#562903	615-62	2.00	PCK	6.77000	\$13.54	01/12/2023	
					Schedule Total	\$13.54		
					Item Total for Line 25	\$13.54		
26-1	Post it Super Sticky Notes 4x4 Bora Bora Collection Item#631345	615-62	2.00	PCK	7.33000	\$14.66	01/12/2023	
					Schedule Total	\$14.66		



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32-1	Expo Neon Dry Erase Markers Assorted Item#829386	620-90	1.00	PCK	7.53000	\$7.53	01/12/2023
<b>Schedule Total</b>						\$7.53	
<b>Item Total for Line 32</b>						\$7.53	
33-1	Oxford 2 pocket presentation Folders assorted 25/box Item#810566	080-45	4.00	BOX	44.53000	\$178.12	01/12/2023
<b>Schedule Total</b>						\$178.12	
<b>Item Total for Line 33</b>						\$178.12	
34-1	Avery Write and erase durable plastic Dividers with pockets Item#863496	615-39	10.00	SET	2.38000	\$23.80	01/12/2023
<b>Schedule Total</b>						\$23.80	
<b>Item Total for Line 34</b>						\$23.80	
35-1	Avery style edge insertable plastic dividers 8tab multicolor Item#585006	615-39	10.00	SET	2.45000	\$24.50	01/12/2023
<b>Schedule Total</b>						\$24.50	
<b>Item Total for Line 35</b>						\$24.50	
36-1	Advantus weave plastic bins black 2/Pack Item#2620028	615-33	2.00	PCK	10.83000	\$21.66	01/12/2023
<b>Schedule Total</b>						\$21.66	
<b>Item Total for Line 36</b>						\$21.66	
37-1		785-43	2.00	EA	44.45000	\$88.90	01/12/2023



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	Designer suites Monitor Riser Black/Pearl Item#735534						
<b>Schedule Total</b>						\$88.90	
<b>Item Total for Line 37</b>						\$88.90	
38-1	Deflect O Interlocking Tilt Bin Storage White Item#2655579	620-10	2.00	PCK	36.99000	\$73.98	01/12/2023
<b>Schedule Total</b>						\$73.98	
<b>Item Total for Line 38</b>						\$73.98	
39-1	Hammermill Great White 8.5x14 copy paper Item#853925	645-33	4.00	RM	8.03000	\$32.12	01/12/2023
<b>Schedule Total</b>						\$32.12	
<b>Item Total for Line 39</b>						\$32.12	
<b>Total PO Amount</b>						\$1,332.94	

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

*Ref.*

01/10/2023