Purchase Order

Dispatch via Print Payment Terms Freight Terms Ship Via HHSTX-3-0000307911 Net 30 Prepaid & Allow BEST WAY **Purchase Order** If advertised by informal bid, Invitation for Offer, or Request for Proposal; all Date Revision Page specifications, terms, and conditions set forth in the advertisement and vendor's 01/09/23 1 - 1/10/2023 1 conforming responses become a part of this numbered purchase order. Contractor Ship To: 6656 - Lubbock: 3401 N University A guarantees goods or services delivered meet or exceed numbered purchase order HEALTH & HUMAN SERVICES COMMISSION requirements. 3401 N University Ave All shipments, shipping papers, invoices, and correspondence must be identified 3401 N University Ave with our Purchase Order Number. Lubbock TX 79415 United States 10433908166 Bill To: Invoice - DADS Vendor: STAPLES CONTRACT AND COMMERCIAL LLC HEALTH & HUMAN SERVICES COMMISSION DBA STAPLES BUSINESS ADVANTAGE 2501 Maple St PO Box 451 PO BOX 660409 DALLAS TX 75266 Abilene TX 79602 United States United States Fax: 325/795-3807 Email: 710Accounting@hhsc.state.tx.us Connell,Ron Lee **Purchaser:** Line-Sch **Inventory Item ID - Line Description** Class/Item Quantity UOM **PO Price** Extended Amt Due Date 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.

1-1

605-30

1.00 EA

Purchase Order

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Net 30	Prepaid & Allow	BEŜT			hase Order		HHSTX-3-0	
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	goods or services delivered meet or exceed n			Ship			c:3401 N University A JMAN SERVICES CO	
requirement		Ĩ				3401 N Univers		JUNINISSION
	nts, shipping papers, invoices, and corresp	ondence must b	oe identified			3401 N Univers	•	
with our Pu	urchase Order Number.					Lubbock TX 79	415	
						United States		
Vendor:	1043390816 6	Bill T	'o:	Invoice - DADS				
	STAPLES CONTRACT AND COMM						JMAN SERVICES CO	OMMISSION
	DBA STAPLES BUSINESS ADVAN PO BOX 660409	IAGE				2501 Maple St PO Box 451		
	DALLAS TX 75266					Abilene TX 796	02	
	United States					United States		
				F	ax:	325/795-3807		
							@hhsc.state.tx.us	
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	Purch UOM		Connell,Ron L PO Price	ee Extended Amt	Due Date
					Sched	ule Total	\$0.00	
					Item Total fo	or Line 1	\$0.00	
2-1		605-30	6.00	EA		10.38000	\$62.28	01/12/2023
	Brother TZE241 Label maker tape 3/4							
	Tape w black on white Item#917883							
					Sched	ule Total	\$62.28	
					Item Total fo	or Line 2	\$62.28	
3-1		615-37	4.00	EA		7.52000	\$30.08	01/12/2023
	Staples 2 3 Ring Better Binder Black							
	item#648822							
					Sched	ule Total	\$30.08	
					Item Total fo	or Line 3	\$30.08	
						<u> </u>	+•••••	
4-1		615-37	4.00	EA		11.48000	\$45.92	01/12/2023
	3-3 ring Better Binder White							
	Item#702879							
					Sched	ule Total	\$45.92	
					Item Total fo	or Line 4	\$45.92	
5-1		615-88	2.00	PCK		12.15000	\$24.30	01/12/2023
	Scotch magic Tape with Desktop							
	refillable Dispenser Item#829983							
					Sched	ule Total	\$24.30	
					Item Total fo	or Line 5	\$24.30	
6-1		615-77	2.00	EA		4.76000	\$9.52	01/12/2023
	Offstamp Ink Refill Black Ink Item#819373							
	1011m01/5/5							

Purchase Order

Payment Ter Net 30	rms Freight Terms Prepaid & Allow	Ship V BEST		Pure	hase Order		HHSTX-3-0	000307911	
If advertised	by informal bid, Invitation for Offer, or Rec.	quest for Proposa	ıl; all	Date 01/09		Revision 1 - 1/10/2023		Page 3	
conforming re guarantees go requirements.	esponses become a part of this numbered pu bods or services delivered meet or exceed nu	urchase order. Co umbered purchas	ontractor se order	Ship		6656 - Lubbock:3401 N University A HEALTH & HUMAN SERVICES COMMISSION 3401 N University Ave			
	ts, shipping papers, invoices, and corresp rchase Order Number.	ondence must b	e identified			3401 N University Ave 3401 N University Ave Lubbock TX 79415 United States			
Vendor:	1043390816 6 STAPLES CONTRACT AND COMMI DBA STAPLES BUSINESS ADVANT PO BOX 660409 DALLAS TX 75266 United States			Bill T	ſo:	Invoice - DADS HEALTH & HUMAN SERVICES COMMISSION 2501 Maple St PO Box 451 Abilene TX 79602 United States			
				Fax: Email:		325/795-3807 710Accounting@hhsc.state.tx.us			
					haser:	Connell,Ron L			
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM		PO Price	Extended Amt	Due Date	
					Schee	dule Total	\$9.52		
					Item Total f	or Line 6	\$9.52		
	Bostitch Impluse 25 Eletric Stapler Full strip Capacity White Item#414714	605-85	1.00	EA		45.46000	\$45.46	01/12/2023	
					Sche	dule Total	\$45.46		
					Item Total f	or Line 7	\$45.46		
8-1	Smead Erasbable Supertab file folder erasable Oversized 1/3 cut tab assorted Item#085731	615-45	6.00	PCK		13.41000	\$80.46	01/12/2023	
					Sche	dule Total	\$80.46		
						or Line 8			
9-1	Sharpie Permanent markers Fine Point Assorted Colors 24pk Item#752356	620-90	2.00	PCK		18.03000	\$36.06	01/12/2023	
					Sche	dule Total	\$36.06		
					Item Total f	or Line 9	\$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	
					Sche	dule Total	\$40.84		
					Item Total fo	r Line 10	\$40.84		
11-1	Onyx Desk Organizer 2 Horisontal 6 Upright sections white Item#2431913	620-10	2.00	EA		73.86000	\$147.72	01/12/2023	

Purchase Order

Payment Te	erms Freight Terms	Ship V	Via				atch via Print		
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specification	by informal bid, Invitation for Offer, or Req as, terms, and conditions set forth in the adver	rtisement and ve	endor's	Date 01/09/23	Revision 1 - 1/10/20	23			
guarantees g requirement All shipmer	responses become a part of this numbered pu goods or services delivered meet or exceed nu s. hts, shipping papers, invoices, and correspondence inchase Order Number.	Ship To:	HEALTH & 3401 N Uni 3401 N Uni	6656 - Lubbock:3401 N University A HEALTH & HUMAN SERVICES COMMISSION 3401 N University Ave 3401 N University Ave Lubbock TX 79415					
Vendor: 1043390816 6 STAPLES CONTRACT AND COMM DBA STAPLES BUSINESS ADVAN PO BOX 660409 DALLAS TX 75266 United States				Bill To:	HEALTH & 2501 Maple PO Box 451 Abilene TX	Invoice - DADS HEALTH & HUMAN SERVICES COMMISSION 2501 Maple St PO Box 451 Abilene TX 79602 United States			
			Fax: Email		325/795-3807 710Accounting@hhsc.state.tx.us				
Line-Sch	Inventory Itom ID Line Description	Class/Item	Quantity	Purchaser UOM	Connell,Rc PO Price	Extended Amt	Due Date		
Jile-Scii	Inventory Item ID - Line Description	Class/Itelli	Quantity	UUM			Due Date		
				Item	Schedule Total	\$147.72 \$147.72			
12-1	1-3 ring better binder white Item#648812	615-37	4.00	EA	5.45000	\$21.80	01/12/2023		
					Schedule Total	\$21.80			
				Item	Total for Line 12	\$21.80			
13-1	2-3 Ring Better Binder White Item#648814	615-37	4.00	EA	7.52000	\$30.08	01/12/2023		
					Schedule Total	\$30.08			
				Item	Total for Line 13	\$30.08			
4-1	1-3 Ring Better Binder Black Item#648819	615-37	4.00	EA	5.45000	\$21.80	01/12/2023		
					Schedule Total	\$21.80			
				Item	Total for Line 14	\$21.80			
15-1	1.5-3ring better binder black Item#648821	615-37	4.00	EA	6.40000	\$25.60	01/12/2023		
	101170 -1 0021								

					Schedule Total	\$25.60	
					Item Total for Line 15	\$25.60	
16-1	1.5 3-ring Better Binder white	615-37	4.00	EA	6.40000	\$25.60	01/12/2023

Item#648813

Schedule Total \$25.60

Purchase Order

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Net 30	Prepaid & Allow	aid & Allow BEST WAY			rchase Order	HHSTX-3-000030791			
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	nts, shipping papers, invoices, and corres Irchase Order Number.	pondence must b	e identified			3401 N University Ave 3401 N University Ave Lubbock TX 79415 United States			
Vendor:	1043390816 6 STAPLES CONTRACT AND COMM DBA STAPLES BUSINESS ADVAN PO BOX 660409 DALLAS TX 75266 United States			Bill	То:	Invoice - DADS HEALTH & HUM 2501 Maple St PO Box 451 Abilene TX 79602 United States		OMMISSION	
					Fax: Email:	325/795-3807 710Accounting@h	hsc.state.tx.us		
				Pu	chaser:	Connell,Ron Lee			
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM		PO Price	Extended Amt	Due Date	
					Item Total fo	or Line 16	\$25.60		
7-1	2-3Ring Better Binder Black Item#648822	615-37	2.00	EA		7.52000	\$15.04	01/12/2023	
					Sche	dule Total	\$15.04		
					Item Total fo	or Line 17	\$15.04		
8-1	1-3 Ring Better Binder Teal Item#651740	615-37	2.00	EA		5.56000	\$11.12	01/12/2023	
					Sche	dule Total	\$11.12		
					Item Total fo	or Line 18	\$11.12		
9-1	Post it notes 1.5x 2 Marsellie collection Item#689309	615-62	2.00	PCK		5.89000	\$11.78	01/12/2023	
					Sche	dule Total	\$11.78		
						or Line 19			
0-1	Astrosbrights Vintage Multipurpose paper 24 lbs 8.5x11 Assorted	645-33	2.00	RM		11.58000	\$23.16	01/12/2023	
	Item#507444				Saka	dulo Totol	\$23.16		
						dule Total or Line 20			
					num i utal lu	91 LAHR 20	φ23.10		
21-1	Post it Pop-ups 3x3 Marseille Collection Item#2715742	615-62	2.00	PCK		13.00000	\$26.00	01/12/2023	
					Sche	dule Total	\$26.00		
					-				

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requirements All shipmen	guarantees goods or services delivered meet or exceed numbered purchase order requirements. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.				P - 01	HEALTH & HUMAN SERVICES COMMISSION 3401 N University Ave 3401 N University Ave Lubbock TX 79415 United States			
Vendor:		APLES CONTRACT AND COMMERCIAL LLC A STAPLES BUSINESS ADVANTAGE BOX 660409 LLAS TX 75266				Invoice - DADS HEALTH & HUMAN SERVICES COMMISSION 2501 Maple St PO Box 451 Abilene TX 79602 United States			
					Fax: Email:	325/795-3807 710Accounting@hhsc.state.tx.us			
				Pur	chaser:	Connell,Ron Le	e		
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM		PO Price	Extended Amt	Due Date	
					Item Total fo	or 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	
					Sche	dule Total	\$17.46		
					Item Total fo	or 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	
					Sche	dule Total	\$12.32		
					Item Total fo	or 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	
	F F				Sche	dule Total	\$8.09		
						or Line 24			
25-1	Post it Super Sticky Notes 4x4 Marrakesh Collection lined 6 pads	615-62	2.00	PCK		6.77000	\$13.54	01/12/2023	
	Item#562903				G 1	J1- T-4-1	\$13.54		
						dule Total			
					nem 10tal10	or Line 25	\$13.34		
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	
						dule Total			

Purchase Order

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If advertised	by informal bid, Invitation for Offer, or Rec.	uest for Proposa	al; all	Dat		Revision 1 - 1/10/2023		Page 7	
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Vendor:	1043390816.6			Bill	To	United States	15		
	STAPLES CONTRACT AND COMMI DBA STAPLES BUSINESS ADVANT PO BOX 660409 DALLAS TX 75266 United States						MAN SERVICES CO 2	OMMISSION	
					Fax: Email:	325/795-3807 710Accounting@hhsc.state.tx.us			
				Pur	chaser:	Connell,Ron Lee	е		
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM		PO Price	Extended Amt	Due Date	
					Item Total fo	r Line 26	\$14.66		
	Post it Greener Notes 4x6 Helsinki Collection Item#448910	615-62	2.00	PCK		7.14000	\$14.28	01/12/2023	
					Sche	dule Total	\$14.28		
					Item Total fo	r Line 27	\$14.28		
28-1	Post it super sticky Notes 4x6 Marrakesh Item#562881	615-62	2.00	РСК		8.28000	\$16.56	01/12/2023	
					Sche	dule Total	\$16.56		
					Item Total fo	r Line 28	\$16.56		
29-1	Post it super sticky notes 5x8 rio de janeiro Collection lined item#636024	615-62	2.00	РСК		8.03000	\$16.06	01/12/2023	
	•				Sche	dule Total	\$16.06		
					Item Total fo	r Line 29	\$16.06		
30-1	Astro brights assorted Item507445	645-33	1.00	RM		11.58000	\$11.58	01/12/2023	
					Sche	dule Total	\$11.58		
					Item Total fo	r Line 30	\$11.58		
31-1	wausau Astrobrights assorted Cool color ream Item#2657434	645-33	2.00	RM		11.58000	\$23.16	01/12/2023	
					Sche	dule Total	\$23.16		
					Item Total fo	r Line 31	\$23.16		

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Net 30	Prepaid & Allow	BEŜT	WAY	Pur	chase Order		HHSTX-3-0	
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	ts, shipping papers, invoices, and correspo rchase Order Number.	ondence must b	oe identified			3401 N Univers Lubbock TX 79 United States	sity Ave	
Vendor:	1043390816 6 STAPLES CONTRACT AND COMMERCIAL LLC DBA STAPLES BUSINESS ADVANTAGE PO BOX 660409 DALLAS TX 75266 United States				То:	Invoice - DADS HEALTH & HUMAN SERVICES COMMISSION 2501 Maple St PO Box 451 Abilene TX 79602 United States		
					Fax: Email:	325/795-3807 710Accounting	@hhsc.state.tx.us	
					chaser:	Connell,Ron L		
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM		PO Price	Extended Amt	Due Date
32-1	Expo Neon Dry Erase Markers Assorted Item#829386	620-90	1.00	PCK		7.53000	\$7.53	01/12/2023
					Schee	dule Total	\$7.53	
					Item Total fo	or Line 32	\$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
					Schee	dule Total	\$178.12	
					Item Total fo	or Line 33	\$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
					Schee	dule Total	\$23.80	
					Item Total fo	or Line 34	\$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
					Schee	dule Total	\$24.50	
					Item Total fo	or Line 35	\$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
					Schee	dule Total	\$21.66	
					Item Total fo	or Line 36	\$21.66	
37-1		785-43	2.00	EA		44.45000	\$88.90	01/12/2023
57-1		765-45	2.00	LA		44.43000	φ 00. 20	01/12/202.

Purchase Order

Dispatch via Print

Payment Te	erms Freight Terms	Via			Dispatch via Frint				
Net 30	Prepaid & Allow	Ship V BEST	WAY	Purchas	e Order	HHSTX-3-0000307911			
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	goods or services delivered meet or exceed m	umbered purchas	se order	Smp 10.		6656 - Lubbock:3401 N University A HEALTH & HUMAN SERVICES COMMISSION			
requirements All shipmer	8. its, shipping papers, invoices, and corresp	ondence must b	e identified			niversity Ave niversity Ave			
	irchase Order Number.				Lubbock				
					United Sta	ites			
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	STAPLES CONTRACT AND COMM DBA STAPLES BUSINESS ADVANT		HEALTH 2501 Map	& HUMAN SERVICES CO	OMMISSION				
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	DALLAS TX 75266				Abilene T United Sta				
	United States			United Sta	lies				
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				Fax: Ema		807 nting@hhsc.state.tx.us			
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Line-Sch	Inventory Item ID - Line Description	Class/Item	Ouantity	Purchase UOM	er: Connell,F PO Price	Ron Lee Extended Amt	Due Date		
	Designer suites Monitor Riser Black/Pearl Item#735534								
					Schedule Total	\$88.90			
				Iter	n Total for Line 37	\$88.90			
38-1		620-10	2.00	PCK	36.99000	\$73.98	01/12/2023		
	Deflect O Interlocking Tilt Bin Storage White Item#2655579								
						\$73.98			
					Schedule Total	\$73.98			
				Iter	n Total for Line 38	\$73.98			
20.1		(15.22	4.00	DM	0.0000	¢20.10	01/12/2022		
39-1	Hammermill Great White 8.5x14 copy	645-33	4.00	RM	8.03000	\$32.12	01/12/2023		
	paper Item#853925								
					Schedule Total	\$32.12			
				Iter	n Total for Line 39	\$32.12			
					Total PO Amount	\$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

Reef.

<u>01/10/2023</u>