

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000308166</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> 02/10/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b>  <b>Page</b> 1
			<b>Ship To:</b> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

**Vendor:** 1043390816 6  
STAPLES CONTRACT AND COMMERCIAL LLC  
DBA STAPLES BUSINESS ADVANTAGE  
PO BOX 660409  
DALLAS TX 75266  
United States

**Bill To:** Survey Operations: Director  
HEALTH & HUMAN SERVICES COMMISSION  
701 W 51st St  
PO Box 149030  
Austin TX 78751  
United States

**Purchaser:** Anderson, Vickie L 512/406-2426

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 funding  
CP/X - Best Value per Texas Government Code §2155.074  
Requisition 207498  
Contract TXMAS-20-7502 - TXMAS-20-7502  
SmartBuy PO 23086444  
Confirmation Order - Do Not Duplicate  
PO Service Dates 02/10/2023 to 08-31-2023

Attached Terms and Conditions apply to this Purchase Order.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Vendor: Staples Contract Commercial Inc.

Agency contact  
Irma Garcia  
Phone: 512-438-4199

HHSC BUYER: Vickie Anderson @ 512-406-2426  
Email: vickie.anderson@hhs.texas.gov

1-1	Solo Midtown Laptop Rolling Briefcase - Black - Mfg# 5901110-1855753	530-30	3.00	EA	64.93000	\$194.79	02/13/2023
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**Schedule Total**                     \$194.79

**Item Total for Line 1**                     \$194.79

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**Total PO Amount** \$194.79

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> <i>Vickie Anderson, CTCD</i>	<b>02/10/2023</b>
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