

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-3-0000308365
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 01/13/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			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: Evans,Jocelynn

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 7 Days After Receipt of PO

Ship to Attn: Luisa Olguin-Torrez

Agency Contact:
Name: Luisa Olguin-Torrez
Email: luisa.olguin-torrez@hhs.texas.gov
Phone: 806-741-3511

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

Purchaser Information:
Name: Jocelynn Evans
Phone #512-776-6233
Email Address: jocelynn.evans@hhs.texas.gov

PURCHASING METHOD: CP/X

Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

TxSmart PO: 23079875
TXMAS Contract #: TXMAS-20-7502
Contract Start: 4/16/2020
Ends: 3/23/2023

REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

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Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition 0000214783

1-1	Bostitch Impulse Electric Stapler Full-Strip Capacity Black Item#790113	605-85	1.00	EA	45.46000	\$45.46	01/13/2023
Schedule Total						\$45.46	
Item Total for Line 1						\$45.46	
2-1	Sustainable Earth By Staples Desktop Stapler Full-strip Capacity Gray Item#327002	605-85	2.00	EA	9.08000	\$18.16	01/13/2023
Schedule Total						\$18.16	
Item Total for Line 2						\$18.16	
3-1	Staples One Touch 3 hole punch 30 sheet capacity Black Item#884279	605-65	1.00	EA	16.45000	\$16.45	01/13/2023
Schedule Total						\$16.45	
Item Total for Line 3						\$16.45	
4-1	Sharpie Retractable Highlighters Narrow Chisel Tip Assorted Colors 5 pack Item#521164	620-90	3.00	PCK	5.55000	\$16.65	01/13/2023
Schedule Total						\$16.65	

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Item Total for Line 4						\$16.65	
5-1	Sharpie Fine Point Permanent markers Assorted Colors 2 pack Item#035219	620-90	3.00	PCK	2.81000	\$8.43	01/13/2023
Schedule Total						\$8.43	
Item Total for Line 5						\$8.43	
6-1	Post it Pop Up Notes 3x3 Jaipur Collection 100 sheets pad 12 pack Item#501738	615-62	2.00	PCK	8.54000	\$17.08	01/13/2023
Schedule Total						\$17.08	
Item Total for Line 6						\$17.08	
7-1	Post it Pop up notes dispenser for 3x3 notes black Item#1070929	615-62	3.00	EA	4.04000	\$12.12	01/13/2023
Schedule Total						\$12.12	
Item Total for Line 7						\$12.12	
8-1	post it Pop up Notes 3x3 cape town Collection 100 sheets 18 pads cabinet pack Item#1611323	615-62	1.00	PCK	13.00000	\$13.00	01/13/2023
Schedule Total						\$13.00	
Item Total for Line 8						\$13.00	
9-1		620-90	3.00	PCK	4.21000	\$12.63	01/13/2023

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	expo dry erase markers chisel point black 4/pack Item#1971262						
					Schedule Total	\$12.63	
					Item Total for Line 9	\$12.63	
10-1	Bic Intensity Advance Erase Marks Tank Style Chisel tip Assorted Colors 4 pack Item#071129	620-90	3.00	PCK	4.31000	\$12.93	01/13/2023
					Schedule Total	\$12.93	
					Item Total for Line 10	\$12.93	
11-1	Sharpie Permanent Marker Chisel Point Black 4/Pack Item#474351	620-90	4.00	PCK	3.80000	\$15.20	01/13/2023
					Schedule Total	\$15.20	
					Item Total for Line 11	\$15.20	
12-1	Small paper clips Smooth Item#525915	615-69	6.00	BOX	.53000	\$3.18	01/13/2023
					Schedule Total	\$3.18	
					Item Total for Line 12	\$3.18	
13-1	Swingline Standard Staples 1/4 length 210 per strip 5000 box Item#112284	615-81	3.00	BOX	2.17000	\$6.51	01/13/2023
					Schedule Total	\$6.51	

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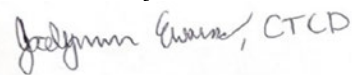
Purchaser: Evans,Jocelynn

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Item Total for Line 13							\$6.51
Total PO Amount							\$197.80

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 	01/13/2023
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