

# 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-3-0000308426</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>01/17/23   |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br>1  |
|  |   |                             | <b>Ship To:</b><br>1288 - Arlington:2220 Forum Dr<br>HEALTH & HUMAN SERVICES COMMISSION<br>2220 Forum Dr<br>Arlington TX 76010<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-HHSC Financial Service  
HEALTH & HUMAN SERVICES COMMISSION  
801 S State Highway 161  
PO Box 532089  
Grand Prairie TX 75051  
United States

**Fax:** 972/337-6257  
**Email:** Reg03\_AP@hhsc.state.tx.us

**Purchaser:** Manor,Darryl Dwayne 512/406-2475

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

\*\*\*\*\*EMAIL INVOICES TO REG03\_AP@HHSC.STATE.TX.US\*\*\*\*\*

PO BILL-TO INFORMATION:  
HEALTH HUMAN SERVICES COMMISSION  
801 S STATE HWY 161  
PO BOX 532089  
GRAND PRAIRIE, TX 75053-2089

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 10 Days After Receipt of PO

AGENCY CONTACT:  
\*\*\*SHIP-TO ADDRESS: MC 1288 (2220 FORUM DR, ARLINGTON - WAREHOUSE LOCATION)  
\*\*\*SHIP-TO ATTENTION: JAZLYN DAVIS  
\*\*\*NO DELIVERIES BETWEEN 12 - 1 PM / CALL 24 HRS PRIOR TO DELIVERY 972-337-6109 OR 214-284-3893  
Except designated State Holidays

HHSC BUYER:  
Darryl Manor, Purchaser CTCD  
Temp Cell: 512-853-0576 Phone: (512) 406-2475  
E-Mail Address: darryl.manor@hhs.texas.gov

VENDOR:  
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

PURCHASING METHOD: CP/X  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-20-7502

Smartbuy PO: X

REQUIREMENTS/LIMITATIONS:

# Health and Human Services Commission

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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: 0000215514

|     |  |        |        |    |          |            |            |
|-----|--|--------|--------|----|----------|------------|------------|
| 1-1 | R03 QUALITY PARK GUMMED<br>RECYCLED CLASP ENVELOPES<br>10X13 BROWN 100/BOX (QUA38197)<br>COMM CODE 31024; SUPPLIER<br>813547 | 310-06 | 100.00 | EA | 40.10000 | \$4,010.00 | 01/31/2023 |
|-----|--|--------|--------|----|----------|------------|------------|

|                              |            |
|------------------------------|------------|
| <b>Schedule Total</b>        | \$4,010.00 |
| <b>Item Total for Line 1</b> | \$4,010.00 |
| <b>Total PO Amount</b>       | \$4,010.00 |

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><br><br><i>Darryl Manor CTP</i> | <b>01/17/2023</b> |
|---|-------------------|