

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-3-0000308621 |
| 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 01/20/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision Page 1 |
| | | | Ship To: 4551 - Austin:4301 N Lamar Blvd HEALTH & HUMAN SERVICES COMMISSION 4301 N Lamar Blvd Austin TX 78751 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
4001 Highway 36 South
Brenham TX 77833
United States

Fax: 979/277-1865
Email: 712Accounting@hhs.texas.gov

Purchaser: Connell, Ron Lee

| 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-3-0000213500
Texas Smart Buy PO - 23081389

Requester: Gabriele Dangerfield
Phone #: 512-419-2663
Email: Gabriele.Dangerfield@hhs.texas.gov

Ship to Attn: Gabriele Dangerfield, 512-419-2663, Gabriele.Dangerfield@hhs.texas.gov

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 | #475384, Dome Notary Public Record Book Red (880) | 615-15 | 12.00 | EA | 8.68000 | \$104.16 | 01/27/2023 |
|-----|--|--------|-------|----|---------|----------|------------|

Schedule Total \$104.16

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| Item Total for Line 1 | | | | | | \$104.16 | |
| 2-1 | #1671407, Staples Archboard Wood Clipboard Brown (44295) | 615-25 | 3.00 | EA | 3.15000 | \$9.45 | 01/27/2023 |
| Schedule Total | | | | | | \$9.45 | |
| Item Total for Line 2 | | | | | | \$9.45 | |
| 3-1 | #645301, Dymo Letratag Plus Lt-100H Portable Label Maker (21455) | 605-30 | 1.00 | EA | 27.13000 | \$27.13 | 01/27/2023 |
| Schedule Total | | | | | | \$27.13 | |
| Item Total for Line 3 | | | | | | \$27.13 | |
| 4-1 | #391431, Dymo Letratag 91331 Label Maker Tape 1/2 W Black On White | 605-30 | 10.00 | EA | 4.56000 | \$45.60 | 01/27/2023 |
| Schedule Total | | | | | | \$45.60 | |
| Item Total for Line 4 | | | | | | \$45.60 | |
| 5-1 | #233601, Staples Ruled 3 X 5 Index Cards White 500/Pack (51009) | 615-35 | 2.00 | PCK | 3.02000 | \$6.04 | 01/27/2023 |
| Schedule Total | | | | | | \$6.04 | |
| Item Total for Line 5 | | | | | | \$6.04 | |
| 6-1 | #916330, Staples Ruled 3 X 5 Index Cards Assorted Neon 300/Pack (50998) | 615-35 | 2.00 | PCK | 3.55000 | \$7.10 | 01/27/2023 |
| Schedule Total | | | | | | \$7.10 | |
| Item Total for Line 6 | | | | | | \$7.10 | |

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| 7-1 | #853925, Hammermill Great White 30% Recycled 8.5 X 14 Copy Paper 20 Lbs 92 Brightness 500/Ream | 645-33 | 50.00 | EA | 8.03000 | \$401.50 | 01/27/2023 |
| Schedule Total | | | | | | <u>\$401.50</u> | |
| Item Total for Line 7 | | | | | | <u>\$401.50</u> | |
| 8-1 | #489827, Fellowes 12 Compartments Literature Organizer Dove Gray (25004) | 615-33 | 4.00 | EA | 70.44000 | \$281.76 | 01/27/2023 |
| Schedule Total | | | | | | <u>\$281.76</u> | |
| Item Total for Line 8 | | | | | | <u>\$281.76</u> | |
| 9-1 | #452838, Crayola Washable Crayons 24/Pack | 785-30 | 5.00 | BOX | 2.51000 | \$12.55 | 01/27/2023 |
| Schedule Total | | | | | | <u>\$12.55</u> | |
| Item Total for Line 9 | | | | | | <u>\$12.55</u> | |
| 10-1 | #733081, Staples Brights Multipurpose Paper 24 Lbs 8.5 X 11 Red 500/Ream (20104) | 645-33 | 4.00 | RM | 8.50000 | \$34.00 | 01/27/2023 |
| Schedule Total | | | | | | <u>\$34.00</u> | |
| Item Total for Line 10 | | | | | | <u>\$34.00</u> | |
| 11-1 | #676701, Brother M2312Pk Label Maker Tapes 0.47 W Black On White 2/Pack | 605-30 | 2.00 | PCK | 9.17000 | \$18.34 | 01/27/2023 |
| Schedule Total | | | | | | <u>\$18.34</u> | |
| Item Total for Line 11 | | | | | | <u>\$18.34</u> | |

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Total PO Amount \$947.63

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  | 01/24/2023 |
|--|-------------------|