

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000308656
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 1
			Ship To: 5702 - Eagle Pass: 1593 S Veterans DEPARTMENT OF STATE HEALTH SERVICES 1593 S Veterans Blvd Eagle Pass TX 78852 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-DSHS Fiscal Claims
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (RBB)
PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Purchaser: Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition #: 0000211252

Shipping Instructions: Ship according to the DUE DATES specified on the PO.

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

Delivery: 5 Days After Receipt of PO

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday - Friday except designated State Holidays

Please send invoices to sindy.jimenez@dshs.texas.gov and angela.aleman@dshs.texas.gov

Agency Contact:
Itzel Cardenas @ 210-501-4569
itzel.cardenas@dshs.texas.gov

Purchaser:
Veronica Alvarado @ (512) 406-2505
Veronia.Alvarado@hhs.texas.gov

Vendor Information:
Staples Contract Commercial LLC
Jonathan McEwen @ 210-253-7267
jonathan.mcewen@staples.com

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

Contract # TXMAS-20-7502 (Funding Begins: 04-16-2020 / Funding Ends: 03-23-2023)
Smartbuy PO:

Requirements/Limitations:
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

1-1	Expo Dry Erase Markers Chisel Point Black 4/Pack (1944729); Supplier Part Number: 1971262	620-90	2.00	PKG	4.21000	\$8.42	01/27/2023
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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 2
			Ship To: 5702 - Eagle Pass: 1593 S Veterans DEPARTMENT OF STATE HEALTH SERVICES 1593 S Veterans Blvd Eagle Pass TX 78852 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-DSHS Fiscal Claims
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (RBB)
PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Purchaser: Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Manufacturer Part #: 1971262 - 1855753						
					Schedule Total	\$8.42	
					Item Total for Line 1	\$8.42	
2-1	Expo Dry Erase Markers Chisel Point Assorted 12/Pack (80699); Supplier Part Number: 554359 Manufacturer Part #: 554359 - 1855753	620-90	1.00	PKG	12.85000	\$12.85	01/27/2023
					Schedule Total	\$12.85	
					Item Total for Line 2	\$12.85	
3-1	Staples Hot Melt Packing Tape 1.89 X 109.4 Yds. Clear 6/Pack (11643-Cc); Supplier Part Number: 559216 Manufacturer Part #: 559216 - 1855753	605-75	1.00	PCK	16.40000	\$16.40	01/27/2023
					Schedule Total	\$16.40	
					Item Total for Line 3	\$16.40	
					Total PO Amount	\$37.67	

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

Vernice Amick

01/20/2023