

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-3-0000308675
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 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			Page 1

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: Alexander, Leslie L 512/406-2424

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

Texas Smart Buy Purchase Order #: 23081060

PCC: CP/X
TXMAS-20-7502
Term: 04/16/2020 thru 03/23/2023
No Renewal Options

Requisition #: 0000216689

See above for SHIP TO ADDRESS ON PO

Agency Contact:
Name: Brandy Gibson / 512-776-2506
Email: Brandy.Gibson@dshs.texas.gov

HHSC terms and conditions attached

Purchaser Information:
Name: Leslie Alexander
Phone #: 512-406-2424
Email Address: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:

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

Freight Terms are FOB Destination Prepaid and Allowed/Add
Terms: Net 30

1-1	Scotch Desktop Tape Dispenser	615-88	10.00	EA	2.35000	\$23.50	01/23/2023
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					Schedule Total	<u>\$23.50</u>	
					Item Total for Line 1	<u>\$23.50</u>	
2-1	Multipurpose Paper 8.5 x 11 Red	645-33	10.00	RM	9.57000	\$95.70	01/23/2023
					Schedule Total	<u>\$95.70</u>	
					Item Total for Line 2	<u>\$95.70</u>	
3-1	Scotch Transparent Tape	615-88	30.00	ROL	2.27000	\$68.10	01/23/2023
					Schedule Total	<u>\$68.10</u>	
					Item Total for Line 3	<u>\$68.10</u>	
4-1	Post- It Notes 3x3	615-62	10.00	PKG	6.25000	\$62.50	01/23/2023
					Schedule Total	<u>\$62.50</u>	
					Item Total for Line 4	<u>\$62.50</u>	
5-1	Recycled Ruled Pad 5X8	785-73	2.00	DOZ	19.42000	\$38.84	01/23/2023
					Schedule Total	<u>\$38.84</u>	
					Item Total for Line 5	<u>\$38.84</u>	
6-1	Avery Reinforcement Labels White	615-39	5.00	PKG	3.06000	\$15.30	01/23/2023
					Schedule Total	<u>\$15.30</u>	
					Item Total for Line 6	<u>\$15.30</u>	
7-1	Staples Manual Pencil Sharpener Assorted Colors	605-60	10.00	EA	.94000	\$9.40	01/23/2023

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					Schedule Total	\$9.40	
					Item Total for Line 7	\$9.40	
8-1	Stanley Quickpoint Utility Knife Yellow	700-62	20.00	EA	1.71000	\$34.20	01/23/2023
					Schedule Total	\$34.20	
					Item Total for Line 8	\$34.20	
9-1	Mead Wirebound Memo Book 5 X 3	785-73	30.00	EA	.98000	\$29.40	01/23/2023
					Schedule Total	\$29.40	
					Item Total for Line 9	\$29.40	
10-1	Baumgarten'S Plastiklips Paper Clips X-Large Assorted	615-69	5.00	B50	3.66000	\$18.30	01/23/2023
					Schedule Total	\$18.30	
					Item Total for Line 10	\$18.30	
11-1	Huron 5-Compartment Steel File Organizer Black	620-10	1.00	EA	20.87000	\$20.87	01/23/2023
					Schedule Total	\$20.87	
					Item Total for Line 11	\$20.87	
12-1	Moisture Resistant File Pockets Letter Size Assorted Colors	615-41	25.00	PKG	8.00000	\$200.00	01/23/2023
					Schedule Total	\$200.00	
					Item Total for Line 12	\$200.00	

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Total PO Amount \$616.11

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 	01/20/2023
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