

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Allowed	Ship Via BEST WAY	Purchase Order HHSTX-3-0000308686
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: 1199 - Edinburg;2412 E Richardson HEALTH & HUMAN SERVICES COMMISSION 2412 E Richardson St Edinburg TX 78539 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-Adult Protective
HEALTH & HUMAN SERVICES COMMISSION
2520 S Veterans Blvd
PO Box 960
Edinburg TX 78539
United States

Fax: 956/316-8355
Email: reg11purchases@hhsc.state.tx.us

Purchaser: Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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AGENCY CONTACT:
Name: Arlena Salazar
Phone: 956/614-7111
Email: arlena.salazar@hhs.texas.gov

PURCHASER:
Name Patricia Fletcher
Phone: 512/406-2538
Email: patricia.fletcher@hhs.texas.gov

VENDOR: Staples Contract Commercial LLC
Name: Jonathan McEwen
Phone: 210/253-7267 or 800/574-7477
Email: jonathan.mcewen@staples.com or support_ct@staples.com
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.
TxMAS Contract: TxMAS-20-7502
Term: 4/16/2020 - 3/23/2023

Smartbuy PO: 23081069

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

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO. FREIGHT: F.O.B. Destination Freight prepaid Allowed. Delivery hours are from 8-11:30am and 1-4:30pm M-F Except State Holidays

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

1-1	First Aid Only 107 Pc. First Aid Kit For 25 People (223-U/Fao), Supplier Part 827446, Manuf Part 827446 - 1855753	345-32	30.00	EA	12.14000	\$364.20	02/13/2023
Schedule Total						\$364.20	
Item Total for Line 1						\$364.20	
2-1	Hole Puncher, Two Hole, Heavy Duty,	605-67	25.00	EA	8.67000	\$216.75	02/13/2023

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	25 Sheets, Supplier Part 60567431082, Manuf Part 573115-1837466						
					Schedule Total	\$216.75	
					Item Total for Line 2	\$216.75	
3-1	Labeling System, Handheld, DYMO Label Maker LetraTag , Supplier Part 344064, Manuf Part 344064-1855753	605-30	25.00	EA	19.23000	\$480.75	02/13/2023
					Schedule Total	\$480.75	
					Item Total for Line 3	\$480.75	
4-1	Pad Writing, Wide Ruled 5/16, 8 1/2"x11 3/4", 12 Pk, Canary, Supplier Part 815592, Manuf Part 815592-1855753	785-73	36.00	DZ	15.85000	\$570.60	02/13/2023
					Schedule Total	\$570.60	
					Item Total for Line 4	\$570.60	
5-1	Pads, Steno, Notebook, 6x9, White 80 sheets 78573755713 78573755713 811050-1837466	785-73	800.00	EA	1.28000	\$1,024.00	02/13/2023
					Schedule Total	\$1,024.00	
					Item Total for Line 5	\$1,024.00	
6-1	Pads, Spiral Bound Phone Message Books, Phone Message, 400 Sets/2 Pack, Supplier Part 194506, Manuf Part 194506-1855753	785-73	10.00	PKG	14.90000	\$149.00	02/13/2023
					Schedule Total	\$149.00	
					Item Total for Line 6	\$149.00	

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7-1	Ruler, Wood, 12, Supplier Part 2773034, Manuf Part 2773034-1855753	615-79	50.00	EA	.82000	\$41.00	02/13/2023
Schedule Total						\$41.00	
Item Total for Line 7						\$41.00	
8-1	Sheet Protectors, Top Open, Clear Non- Glare 8-1/2" x 11", 100 Sheets per Box, Supplier Part 811812, Manuf Part 811812-1855753	615-39	150.00	BX	8.72000	\$1,308.00	02/13/2023
Schedule Total						\$1,308.00	
Item Total for Line 8						\$1,308.00	
Total PO Amount						\$4,154.30	

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

Patricia Fletcher, CFPM

01/20/2023