## **Health and Human Services Commission**

### **Purchase Order**

					Dispatch via Print
Payment Ten Net 30	rms Freight Terms Prepaid & Allow	<b>Ship Via</b> BEST WAY	Purchase Order	н	HSTX-3-0000308704
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			Date 01/20/23	Revision	Pag
conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.		Ship To:	Ship To: 4549 - San Antonio:6711 S Net HEALTH & HUMAN SERVIC 6711 S New Braunfels Ste 100 San Antonio TX 78223 United States		
Vendor:	1043390816 6 STAPLES CONTRACT AND COMMI DBA STAPLES BUSINESS ADVANT PO BOX 660409 DALLAS TX 75266 <b>United States</b>		Bill To:	Invoice-DSHS Accou HEALTH & HUMAN 6711 S New Braunfel Ste 100 San Antonio TX 7822 United States	N SERVICES COMMISSION s
			Fax: Email:	210/531-7883 SAHAccounting@dsł	hs.texas.gov
			Purchaser:	Thompson,Casandr	
Line-Sch	Inventory Item ID - Line Description	Class/Item Quantity	UOM	PO Price	Extended Amt Due Date

#### FY23 NGIP 60

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

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

DELIVERY: 3 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

\*\*Vendors send invoices via to: SAHAccounting@dshs.texas.gov

\*\* Desination SASH Warehouse: Please deliver to 558

AGENCY CONTACT Margaret Moreno Ph:(210) 531-7718 Email: Margaret.Moreno@hhs.texas.gov

Melissa Maddox Ph: (210) 531-7357 Email: Melissa.Maddoz@hhs.texas.gov

Ship to Attn: Tonya Holder Ph:(210)531-7357 Email: Tonya.Holder@hhs.texas.gov BLDG: Bonham Hall Nurse Station

HHSC BUYER: Casandra Thompson, CTCD Ph: 512-776-4243 Casandra.thompson@hhs.texas.gov

VENDOR: Staples Contract Commercial LLC Contact Name: Jonathan McEwen Email: jonathan.mcewen@staples.com Phone: (210) 253-7267

Alternate Contact: Customer Service

# Health and Human Services Commission

## Purchase Order

Payment Te Net 30	rms Freight Terms Prepaid & Allow	<b>Ship Via</b> BEST WAY	Burghasa Orden		HHSTY-3-0	00030870
	by informal bid, Invitation for Offer, or Re		Purchase Order Date	Revision	111017-5-0	Pag
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equirements		numbered purchase order	•	HEALTH & HUMAN SERVICES COMMISSION		OMMISSION
All shipments, shipping papers, invoices, and correspondence must be identified			_	6711 S New Braunfels Ste 100 San Antonio TX 78223		
vith our Purchase Order Number.						
				United States		
Vendor:	1043390816 6 STAPLES CONTRACT AND COMMERCIAL LLC DBA STAPLES BUSINESS ADVANTAGE PO BOX 660409 DALLAS TX 75266 <b>United States</b>		Bill To:	Invoice-DSHS Accounts Payable HEALTH & HUMAN SERVICES COMMISSION		
				6711 S New Braunfels Ste 100 San Antonio TX 78223 United States		
			Fax:	210/531-7883		
			Email:	SAHAccounting@	@dshs.texas.gov	
				<b>T</b> I 0		
Line-Sch	Inventory Item ID - Line Description	Class/Item Quantity	Purchaser: UOM	Thompson,Casa PO Price	andra Extended Amt	Due Date
Alternate Ph PURCHASI Procuremer	nail: support_ct@staples.com none: (800) 574-7477 NG METHOD: CP/X nt methods were evaluated, and the be tract: TXMAS-20-7502	st value is provided using t	ne TXMAS contract.			
Alternate Ph PURCHASI Procuremer Fxmas Com Ferm: April Smartbuy P REQUIREM This PO is c nvoice per	none: (800) 574-7477 NG METHOD: CP/X	ity of lawful appropriations		e. FY2023 fundinç	g.	
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Alternate Ph PURCHASI Procuremer Fxmas Con Ferm: April Smartbuy P REQUIREM Fhis PO is c nvoice per Requisition	none: (800) 574-7477 NG METHOD: CP/X at methods were evaluated, and the be tract: TXMAS-20-7502 16, 2020, through March 23, 2023 O: 23081110 IENTS/LIMITATIONS: contingent upon the continued availabil 34 TAC §20.487, amended effective M 0000216465	ity of lawful appropriations	by the Texas Legislatu	re. FY2023 funding 1.59000	g. \$31.80	01/23/2023
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				Fax: Email:	210/531-7883 SAHAccounting@dshs.te:	xas.gov
Line-Sch In	wentory Item ID - Line Description	Class/Item	Quantity U	Purchaser: OM	Thompson,Casandra PO Price Exte	ended Amt Due Date

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	
Carnet Thomps, CTCD	<u>01/20/2023</u>