

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000308704</b>
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.			<b>Date</b> 01/20/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 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 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

**Purchaser:** Thompson,Casandra

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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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.Maddox@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

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Alternate Email: support\_ct@staples.com  
Alternate Phone: (800) 574-7477

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

Txmas Contract: TXMAS-20-7502  
Term: April 16, 2020, through March 23, 2023  
Smartbuy PO: 23081110

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

Requisition 0000216465

1-1	Pacon Composition Book 5/8 Ruling 9-3/4x7-1/2 100 sheets CC 78573 SPN 1798976	615-60	20.00	EA	1.59000	\$31.80	01/23/2023
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**Schedule Total**                     \$31.80

Pacon Composition Book 5/8 Ruling 9-3/4x7-1/2 100 sheets  
CC 78573  
SPN 1798976

**Item Total for Line 1**                     \$31.80

**Total PO Amount** \$31.80

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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**

*Casandra Thompson, CTCD*

01/20/2023