

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000308811
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 01/23/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 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: 1-3 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
** Destination SASH Warehouse: Please deliver to Bldg. 558

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

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

Ship to Attn: Sheila Lewis-Garcia
Ph:(210) 531-8380
Email: Sheila.Lewisgarcia@hhs.texas.gov
BLDG: Arnold 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
Alternate Email: support_ct@staples.com

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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: 23081363

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 0000216819

1-1	Punch, Two and Three Hole Adjustable, 12 Sheets, 9/32" Diameter Holes, 2.9" x 11.7" x 2", Black	615-60	3.00	EA	5.31000	\$15.93	01/25/2023
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Schedule Total \$15.93

Punch, Two and Three Hole Adjustable, 12 Sheets, 9/32" Diameter Holes, 2.9" x 11.7" x 2", Black, Rubber soft-grip on handle, removable chip tray
CC:60567166639 SPN: 60567166639

Item Total for Line 1 \$15.93

2-1	Swingline Lighttouch High Capacity Desktop 2-7 Hole Punch Low Force 20 S	615-60	3.00	EA	28.50000	\$85.50	01/27/2023
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Schedule Total \$85.50

Swingline Lighttouch High Capacity Desktop 2-7 Hole Punch Low Force 20 Sheet Capacity Black/Silver CC:60565 SPN: 816124

Item Total for Line 2 \$85.50

3-1	Ticonderoga Wooden Pencils No. 2 Soft Lead 2 Dozen (13924)	615-60	10.00	EA	6.99000	\$69.90	01/27/2023
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Schedule Total \$69.90

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Ticonderoga Wooden Pencils No. 2 Soft Lead 2 Dozen (13924) CC:62060 SPN: 505711						
					Item Total for Line 3	\$69.90	
4-1	Bostitch Quietsharp Executive Electric Pencil Sharpener Black (Eps8Hd-Blk)	615-60	1.00	EA	32.15000	\$32.15	01/27/2023
					Schedule Total	\$32.15	
	Bostitch Quietsharp Executive Electric Pencil Sharpener Black (Eps8Hd-Blk) CC:60560 SPN:582170						
					Item Total for Line 4	\$32.15	
					Total PO Amount	\$203.48	

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

01/24/2023