

# Department of State Health Services

## 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-3-0000308870</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> 01/24/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 1902 - Temple:2408 S 37th St DEPARTMENT OF STATE HEALTH SERVICES 2408 S 37th St Temple TX 76504 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 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:** Breest, Maria Ana

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Items attached to Line 1.  
Dolores Mojica, phone#254-771-6755;  
dolores.mojica@dshs.texas.gov,  
Zone #1, Scor #24  
Ship to code 1902 (Temple) Bill to code 3063 (Central Office accounting)  
Questions related to invoices and payments-contact is Penny Jones at 254-771-6739. Penny.Jones@dshs.texas.gov  
CP/X - TXMAS Contract 615-41  
Note: Post Award to ESBD if over \$25,000  
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 EMAIL TO \*\*invoices@dshs.texas.gov\*\*

Contact: Dolores Mojica  
\*\*\*PACKING LIST REQUIRED TO SHOW PO NUMBER AND ATTN CONTACT INFO \*\*\*  
Contact Phone:254-771-6755  
Contact Email: dolores.mojica@dshs.texas.gov

HHSC BUYER:  
Ana Breest, CTCD, CTCM  
512-406-2679  
Ana.breest@hhs.texas.gov

VID: 10433908166

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  
Address: 500 Staples Drive Framingham MA 01702

PURCHASING METHOD: CP/X  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.  
Txmas Contract: TXMAS-20-7502  
Term:4.16.20/3.23.23  
Smartbuy PO:230881470

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**Purchaser:** Breest, Maria Ana

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**REQUIREMENTS/LIMITATIONS:**

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY23 Funding.  
Invoice per 34 TAC §20.487, amended effective May 1, 2023  
Requisition: #216807  
Smartbuy PO

1-1	Staples Plastic Expanding File Letter Size 13- Pocket Assorted Colors 2 of each color-(51832)	615-41	10.00	EA	2.82000	\$28.20	02/10/2023
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**Schedule Total**                     \$28.20

**Item Total for Line 1**                     \$28.20

2-1	Staples Plastic Expanding File Letter Size 7-Pocket Assorted Colors 1 of each color-51833	615-41	10.00	EA	2.54000	\$25.40	02/10/2023
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**Schedule Total**                     \$25.40

**Item Total for Line 2**                     \$25.40

**Total PO Amount** \$53.60

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.

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**Authorized By**  
*MBreest CTCD, CTM*  
01/25/2023