

# 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-3-0000308874</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> <b>Page</b> 1
		<b>Ship To:</b>	5950 - El Paso:6700 Delta Dr HEALTH & HUMAN SERVICES COMMISSION 6700 Delta Dr 6700 Delta Dr El Paso TX 79905 United States

**Vendor:** 1043390816 6  
STAPLES CONTRACT AND COMMERCIAL LLC  
DBA STAPLES BUSINESS ADVANTAGE  
PO BOX 660409  
DALLAS TX 75266  
United States

**Bill To:** Terrell SH Whse  
HEALTH & HUMAN SERVICES COMMISSION  
1200 E Brin  
PO Box 70  
Terrell TX 75160  
United States

**Email:** DSHS.TSHBusinessOffice@dshs.texas.gov

**Purchaser:** Manor,Darryl Dwayne 512/406-2475

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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\*\* PLEASE SEND INVOICES VIA EMAIL TO  
Attn: Terrell State Hospital  
PO BOX 70  
TERRELL TX 75160  
dshs.tshbusinessoffice@dshs.texas.gov

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

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

DELIVERY: 10 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

Warehouse: Please deliver to 6700 Delta Dr. El Paso, TX 79905

SHIP ATTENTION TO AGENCY CONTACT:  
Louis Corral  
E-Mail: louis.corral@hhs.texas.gov

Kim Gonzalez  
E-mail: kim.gonzalez@hhs.texas.gov  
Phone: (915)532-2202 ext. 5321

Lee, Donna M  
E-Mail: donna.lee@hhs.texas.gov  
Phone: (325) 795-3409

HHSC BUYER:  
Darryl Manor, Purchaser CTCD  
Temp Cell: 512-853-0576 Phone: (512) 406-2475  
E-Mail Address: darryl.manor@hhs.texas.gov

VENDOR:  
STAPLES CONTRACT COMMERCIAL LLC  
Contact: Jonathan McEwen  
Phone: (210)-253-7267  
E-Mail: Jonathan.mcewen@staples.com  
Address: 500 Staples Drive, Framingham, MA 01702

PURCHASING METHOD: CP/X

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Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-20-7502

Smartbuy PO: 23081486

**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: 0000213233

1-1	Lee Tippi Size 5 small fingertip grips assorted color	605-46	2.00	P10	5.44000	\$10.88	02/03/2023
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**Schedule Total**                     \$10.88

Supplier Part Number: 372851

**Item Total for Line 1**                     \$10.88

2-1	FY23-Goods, Bic Cristal Ballpoint Stick Pens Bold point blue in	620-80	1.00	B24	4.40000	\$4.40	02/03/2023
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**Schedule Total**                     \$4.40

Supplier Part number:897512  
Manufacturer Part# 897512-1855753

**Item Total for Line 2**                     \$4.40

3-1	FY23-GOODS, Bic cristal ballpoint stick pends bold point black ink	620-80	1.00	B24	4.40000	\$4.40	02/03/2023
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**Schedule Total**                     \$4.40

Supplier Part Number# 897513  
Manufacturer Part#897513-1855753

**Item Total for Line 3**                     \$4.40

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4-1	FY23-Good, paper mate pink pearl erasers pink	620-20	1.00	B24	11.86000	\$11.86	02/03/2023
<b>Schedule Total</b>						<u>\$11.86</u>	
<b>Item Total for Line 4</b>						<u>\$11.86</u>	
Supplier part number# 902714 Manufacturer part# 902714-1855753							
5-1	FY23-Good, Expo dry eraser markers chisel point assorted	620-90	1.00	P12	12.85000	\$12.85	02/03/2023
<b>Schedule Total</b>						<u>\$12.85</u>	
<b>Item Total for Line 5</b>						<u>\$12.85</u>	
Supplier part number#554359 Manufacturer part number# 554359-1855753							
6-1	FY23-Good, 2000 plus No.1 stamp pad red ink	615-77	2.00	EA	2.44000	\$4.88	02/03/2023
<b>Schedule Total</b>						<u>\$4.88</u>	
<b>Item Total for Line 6</b>						<u>\$4.88</u>	
Supplier Part Number# 819370 Manufacturer Part# 891370-1855753							
7-1	FY23-GOOD,2000 plus stamp pad black ink	615-77	2.00	EA	3.62000	\$7.24	02/03/2023
<b>Schedule Total</b>						<u>\$7.24</u>	
<b>Item Total for Line 7</b>						<u>\$7.24</u>	
Supplier part number: 618685 Manufacturer part# 618685-1855753							

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8-1	FY23-Good, offistamp pre-inked stamp received red ink	615-77	5.00	EA	6.07000	\$30.35	02/03/2023
<b>Schedule Total</b>						\$30.35	
<b>Item Total for Line 8</b>						\$30.35	
Supplier part number # 321598 Manufacturer: 321598-1855753							
9-1	FY23-Good, offistamp pre-inked stamp completed blue ink	615-77	5.00	EA	6.07000	\$30.35	02/03/2023
<b>Schedule Total</b>						\$30.35	
<b>Item Total for Line 9</b>						\$30.35	
Supplier part number#321648 Manufacturer part# 321648-1855753							
10-1	FY23-Good, Offistamp pre-inked stamp confidential red ink	615-77	5.00	EA	6.07000	\$30.35	02/03/2023
<b>Schedule Total</b>						\$30.35	
<b>Item Total for Line 10</b>						\$30.35	
supplier part number# 321655 Manufacturer part# 321655-1855753							
11-1	FY23-GOOD, offistamp pre-inked stamp copy blue ink	615-77	5.00	EA	6.07000	\$30.35	02/03/2023
<b>Schedule Total</b>						\$30.35	
<b>Item Total for Line 11</b>						\$30.35	
Supplier part number#321671 Manufacturer part# 321671-1855753							
<b>Total PO Amount</b>						\$177.91	

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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**

*Darryl Manor CTP*

**01/24/2023**