

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000308907
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 01/25/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 5750 - Amarillo:3407 Pony Express DEPARTMENT OF STATE HEALTH SERVICES 3407 Pony Express Way Amarillo TX 79118 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: Naiser,Tori

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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CP/X - TXMAS Contract
 Note: Post Award to ESBD if over \$25,000
 SHIPPING INSTRUCTIONS: Ship According to 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
 AGENCY CONTACT:
 Purchase Contact
 Porscha Jones-Harris
 porscha.jonesharris@dshs.texas.gov
 HHSC BUYER:
 Tori Naiser 512-971-8263 Tori.Naiser@hhs.texas.gov
 Vendor:
 STAPLES CONTRACT COMMERCIAL LLC
 JONATHAN MCEWEN
 jonathan.mcewen@staples.com

PURCHASING METHOD: CP/X
 Procurement methods were evaluated, and the best value is provided using the TXMAS contract.
 Txmas Contract TXMAS-20-7502
 Smartbuy PO: 23082770
 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: 0000214767

1-1	SAMSILL CLASSIC COLLECTION BUSINESS CARD RING BINDER ROUND RING, A-Z INDEXES, LETTER SIZE BINDER, WITH STITCHED EDGES, 11.88 X 1.75 X 10.5 INCHES, COLOR BLACK, 200 CARD CAPACITY (81080); SUPPLIER NUMBER: 2549375; COMMODITY CODE: 08025	080-25	2.00	EA	26.73000	\$53.46	01/25/2023
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Schedule Total \$53.46

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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 2
			Ship To: 5750 - Amarillo:3407 Pony Express DEPARTMENT OF STATE HEALTH SERVICES 3407 Pony Express Way Amarillo TX 79118 United States

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PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Purchaser: Naiser, Tori

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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JONATHAN MCEWEN
jonathan.mcewen@staples.com
500 STAPLES DRIVE C/O TAX DEPT, FRAMINGHAM, MA 01702-4474
staples.com
Telephone: 210-253-7267

PLEASE SEE ATTACHED.

Item Total for Line 1 \$53.46

2-1	BEMISS-JASON BORDETTE, BORDER ROLL, 50' L X 2.25" W; SCALLOPED EDGE; COLOR: CANARY; SUPPLIER PART NUMBER: 829416; COMMODITY CODE: 78532	785-32	5.00	EA	3.21000	\$16.05	01/25/2023
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Schedule Total \$16.05

Item Total for Line 2 \$16.05

Total PO Amount \$69.51

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 *Tori Naiser*