

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-3-0000308938
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 1
			Ship To: 5702 - Eagle Pass: 1593 S Veterans DEPARTMENT OF STATE HEALTH SERVICES 1593 S Veterans Blvd Eagle Pass TX 78852 United States

Vendor: 1042896127 9
STAPLES INC
DEPT 31-0000261679
PO BOX 9020
DES MOINES IA 501319020
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: Alexander, Leslie L 512/406-2424

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY22 Purchase

Procurement Type: SP/E

Requisition #: 0000216122

See above for SHIP TO ADDRESS ON PO

AGENCY CONTACT:
Name: Itzel Cardenas / 830-758-4249
EMAIL: Itzel.Cardenas@dshs.texas.gov

HHSC terms and conditions attached.

Purchaser Information:
Name: Leslie Alexander
Phone #: 512-406-2424
Email Address: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:
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

Freight Terms are FOB Destination Prepaid and Allowed/Add
Terms: Net 30

1-1	Table Mate Plastic Standard Bowls, 12 oz., White, 125/Pack (TBL-12244-WH)	640-60	1.00	PCK	26.59000	\$26.59	01/27/2023
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Schedule Total _____ \$26.59
Item Total for Line 1 _____ \$26.59

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2-1	Glad® ForceFlex Tall Kitchen Drawstring Trash Bags, 13 Gallon, Gain Original scent	485-05	1.00	BOX	27.69000	\$27.69	01/27/2023
Schedule Total						<u>\$27.69</u>	
Item Total for Line 2						<u>\$27.69</u>	
3-1	Sparkle Professional Series Paper Towels, 2-ply, 70 Sheets/Roll, 30 Rolls/Pack	640-75	1.00	PCK	40.99000	\$40.99	01/27/2023
Schedule Total						<u>\$40.99</u>	
Item Total for Line 3						<u>\$40.99</u>	
4-1	JAM Paper® Round Plastic Disposable Party Plates, Small, 7 Inch, Clear, 20/Pack	640-60	7.00	PCK	11.19000	\$78.33	01/27/2023
Schedule Total						<u>\$78.33</u>	
Item Total for Line 4						<u>\$78.33</u>	
5-1	Perk Plastic Cold Cup, 12 Oz., Clear, 50/Pack (PK56333)	640-60	4.00	PCK	8.49000	\$33.96	01/27/2023
Schedule Total						<u>\$33.96</u>	
Item Total for Line 5						<u>\$33.96</u>	
6-1	Dixie Basic Paper Plates, White, 8.8", 500/Carton (DBP09WCT)	640-60	1.00	PCK	51.49000	\$51.49	01/27/2023
Schedule Total						<u>\$51.49</u>	
Item Total for Line 6						<u>\$51.49</u>	

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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 3
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Total PO Amount \$259.05

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



01/25/2023