

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-3-0000308966
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 01/26/23
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: Connell,Ron Lee

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 General Goods

Spot Purchase Open Market
SP/E

Requisition #: HHSTX-3-0000216846

Requester: Itzel Cardenas
Phone #: 830-758-4249
Email: Itzel.Cardenas@dshs.texas.gov

SHIP TO ATTN: Itzel Cardenas, 830-758-4249, Itzel.Cardenas@dshs.texas.gov

Purchaser Name: Ron Connell
Phone #: 512-406-2666
Email: ron.connell@hhs.texas.gov

Vendor Name: STAPLES CONTRACT COMMERCIAL, LLC
Contact: JONATHAN MCEWEN
Phone #: (210) 253-7267
Email: Jonathan.mcewen@staples.com
Alternate Contact Name: Customer Service
Alternate Email: support_ct@staples.com
Alternate Phone: (800) 574-7477

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

1-1	BIC Round Stic Xtra-LifeBallpoint Pen, Medium Point,Black Ink, 60/Pack (GSM609)	620-80	1.00	PCK	7.99000	\$7.99	01/31/2023
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			Page 2

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					Schedule Total	\$7.99	
					Item Total for Line 1	\$7.99	
2-1	Sharpie S-Gel Retractable GelPen, Medium Point, Black Ink,Dozen (2096159)	620-90	1.00	DOZ	16.89000	\$16.89	01/31/2023
					Schedule Total	\$16.89	
					Item Total for Line 2	\$16.89	
3-1	Post-it® Summer Joy SuperSticky Note, 4" x 6", Lined, 90Sheets/Pad, 3 Pads/Pack	615-62	3.00	EA	12.99000	\$38.97	01/31/2023
					Schedule Total	\$38.97	
					Item Total for Line 3	\$38.97	
4-1	Post-it® Super Sticky Notes,Assorted Sizes, SupernovaNeons Collection, Lined, 15	615-62	4.00	EA	15.39000	\$61.56	01/31/2023
					Schedule Total	\$61.56	
					Item Total for Line 4	\$61.56	
5-1	Post-it® Flags, 1" Wide,Orange, 100 Flags/Pack (680-0E2)	615-62	1.00	PCK	8.29000	\$8.29	01/31/2023
					Schedule Total	\$8.29	
					Item Total for Line 5	\$8.29	
6-1	Post-it® Flags, 1" Wide,White, 2 Pads of 50, 100Flags/Pack (680-WE2)	615-62	1.00	PCK	6.59000	\$6.59	01/31/2023

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Purchaser: Connell, Ron Lee

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					Schedule Total	\$6.59	
					Item Total for Line 6	\$6.59	
7-1	Post-it® Flags, .94" Wide, Yellow, 100 Flags/Pack (680-YW2)	615-62	1.00	PCK	8.69000	\$8.69	01/31/2023
					Schedule Total	\$8.69	
					Item Total for Line 7	\$8.69	
8-1	Post-it® Flags, 1" Wide, Red, 100 Flags/Pack (680-RD2)	615-62	1.00	PCK	8.29000	\$8.29	01/31/2023
					Schedule Total	\$8.29	
					Item Total for Line 8	\$8.29	
9-1	Post-it® Flags, 1" x 1.7", Blue, 100 Flags (680-BE2)	615-62	1.00	PCK	5.89000	\$5.89	01/31/2023
					Schedule Total	\$5.89	
					Item Total for Line 9	\$5.89	
10-1	Post-it® Flags, 1" Wide, Green, 100 Flags/Pack (680-GN2)	615-62	1.00	PCK	6.79000	\$6.79	01/31/2023
					Schedule Total	\$6.79	
					Item Total for Line 10	\$6.79	
11-1	Post-it® Flags, 1" Wide, Purple, 100 Flags/Pack (680-PE)	615-62	1.00	PCK	7.09000	\$7.09	01/31/2023
					Schedule Total	\$7.09	

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Purchaser: Connell, Ron Lee

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Item Total for Line 11						\$7.09	
12-1	Post-it® Flags, 1" Wide, Pink,100 Flags/Pack (680-BP2)	615-62	1.00	PCK	9.59000	\$9.59	01/31/2023
Schedule Total						\$9.59	
Item Total for Line 12						\$9.59	
13-1	Pilot G2 Retractable Gel Pens,Bold Point, Assorted Ink,8/Pack (31654)	620-80	2.00	PCK	15.39000	\$30.78	01/31/2023
Schedule Total						\$30.78	
Item Total for Line 13						\$30.78	
14-1	Pentel EnerGel RTX Gel Pen,Medium Point, Assorted Ink, 5Pack (BL77BP5M)	620-80	2.00	EA	11.39000	\$22.78	01/31/2023
Schedule Total						\$22.78	
Item Total for Line 14						\$22.78	
15-1	uniball Vision Elite BLXRollerball Pens, Micro Point,	620-80	1.00	PCK	16.49000	\$16.49	01/31/2023
Schedule Total						\$16.49	
Item Total for Line 15						\$16.49	
16-1	TRU RED [®] Quick Dry GelPens, Fine Point, 0.5mm,Assorted, 12/Pack (TR54473)	620-80	1.00	PCK	15.99000	\$15.99	01/31/2023
Schedule Total						\$15.99	
Item Total for Line 16						\$15.99	

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Total PO Amount \$272.67

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



01/26/2023