

# 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-3-0000309035</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> 01/26/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 5998 - Richmond:2100 Preston HEALTH & HUMAN SERVICES COMMISSION 2100 Preston Richmond TX 77469 United States
			<b>Page</b> 1

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

**Bill To:** Invoice - DADS  
 HEALTH & HUMAN SERVICES COMMISSION  
 4001 Highway 36 South  
 Brenham TX 77833  
 United States

**Fax:** 979/277-1865  
**Email:** 712Accounting@hhs.texas.gov

**Purchaser:** Mills, George M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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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. Please call facility 24hrs before delivery.  
 NO DELIVERIES BETWEEN 12:00-1:00PM

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AGENCY CONTACT:  
 Lead Contact: DIANA DOCKAL,  
 Lead Contact Email: DIANA.DOCKAL@HHS.TEXAS.GOV  
 Lead Contact Phone: 281-344-4277

Contract Manager: ANA KRUSE,  
 Contract Manager Phone: 281-344-4648,  
 Contract Manager Email: ANA.KRUSE@HHS.STATE.GOV

AP Email:

Ship to Attn: Contact: DIANA DOCKAL,  
 Contact Email: DIANA.DOCKAL@HHS.TEXAS.GOV  
 Contact Phone: 281-344-4277

Building and Room number  
 Warehouse  
 HEALTH HUMAN SERVICES COMMISSION

2100 Preston  
 Richmond TX 77469  
 United States

Warehouse deliver to BUILDING: ADMINISTRATION 501/RM 108

HHSC BUYER:  
 George Mills CTCD  
 512-406-2651  
 george.mills@hhs.texas.gov



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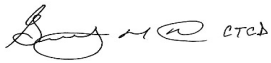
DYMO RHINO 4200 PORTABLE  
LABEL MAKER (1801611); SUPPLIER  
PART # 331507; MFG#331507-  
1855753; SMARTBUY

<b>Schedule Total</b>	\$69.47
<b>Item Total for Line 1</b>	\$69.47
<b>Total PO Amount</b>	\$69.47

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.

<b>Authorized By</b> 	<b>01/27/2023</b>
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