

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309059
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 01/27/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6656 - Lubbock:3401 N University A HEALTH & HUMAN SERVICES COMMISSION 3401 N University Ave 3401 N University Ave Lubbock TX 79415 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 - DADS
HEALTH & HUMAN SERVICES COMMISSION
2501 Maple St
PO Box 451
Abilene TX 79602
United States

Fax: 325/795-3807
Email: 710Accounting@hhsc.state.tx.us

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: Luisa Olguin-Torrez
Lead Contact Email: luisa.olguin-torrez@hhs.texas.gov
Lead Contact Phone: 806-741-3511

Contract Manager: Betty Moore, CTCM
Contract Manager Email: betty.moore@hhs.texas.gov
Contract Manager Phone: 806-741-3614

AP Email: 710Accounting@hhsc.state.tx.us

Ship to Attn: Contact: DIANA DOCKAL,
Contact Email: Jeffery.Lee@hhs.texas.gov
Contact Phone: 806-741-3559

Building and Room number
Warehouse
HEALTH HUMAN SERVICES COMMISSION

3401 N University Ave
Lubbock TX 79415
United States

Warehouse deliver to BUILDING: ADMINISTRATION 501/RM 119

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

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VENDOR: 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
Address: 500 Staples Drive Framingham MA 01702

PURCHASING METHOD: CP/X
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-20-7502
Term: Start Date 10/20/2022 End Date 03/23/2023
Smartbuy PO: 23084496

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 0000217600

Please follow the Texas Comptrollers Invoicing standards as seen below.
Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.
(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.
The invoice should include, but is not limited to including:
(1) the contractors mailing and e-mail (if applicable) address;
(2) the contractors telephone number;
(3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
(4) the state agency's name, agency number, delivery address;
(5) the state agency's purchase order number, if applicable;
(6) the contract number or other reference number, if applicable;
(7) a valid Texas identification number (TIN) issued by the Comptroller;
(8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
(9) unit numbers corresponding to the amount of the invoice;
(10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
(11) other relevant information supporting and explaining the payment requested.

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1-1	Smead Pressboard Classification Folders with safeshield fasteners 3 expansion letter Size 3 Divide Item# 811290	615-45	6.00	BOX	64.99000	\$389.94	02/07/2023
Schedule Total						<u>\$389.94</u>	
Item Total for Line 1						<u>\$389.94</u>	
2-1	Staples Gummed Currency Envelopes 3 1/2 X 6 1/2 Brown 500/Box Item#535112	310-24	8.00	BOX	38.21000	\$305.68	02/07/2023
Schedule Total						<u>\$305.68</u>	
Item Total for Line 2						<u>\$305.68</u>	
3-1	Smead Reinforced File Jackets 2 Expansion Letter Size Manila 50/Box Item#895286	615-45	4.00	BOX	35.98000	\$143.92	02/07/2023
Schedule Total						<u>\$143.92</u>	
Item Total for Line 3						<u>\$143.92</u>	
4-1	Pendaflex Redrope File Pockets 5.25 Expansion Letter Size Brown 10/Box Item#828116	615-41	15.00	BOX	20.65000	\$309.75	02/07/2023
Schedule Total						<u>\$309.75</u>	
Item Total for Line 4						<u>\$309.75</u>	
5-1	Brother Tze-131 Label Maker Tape 0.47	605-30	2.00	EA	8.49000	\$16.98	02/07/2023

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	W Black On Clear Item#917882						
					Schedule Total	\$16.98	
						Item Total for Line 5	\$16.98
6-1	Staples Brights Multipurpose Paper 24 Lbs 8.5 X 11 Orange 500/Ream	645-33	4.00	RM	8.50000	\$34.00	02/07/2023
					Schedule Total	\$34.00	
						Item Total for Line 6	\$34.00
7-1	Astrobrights Multipurpose Paper 24 Lbs. 8.5 X 11 Assorted 500/Ream Item#507445	645-33	2.00	RM	11.58000	\$23.16	02/07/2023
					Schedule Total	\$23.16	
						Item Total for Line 7	\$23.16
8-1	Smead Organized Up Translucent Poly File Jackets Letter Size Assorted 5/Pack Item#730411	615-41	1.00	PCK	3.78000	\$3.78	02/07/2023
					Schedule Total	\$3.78	
						Item Total for Line 8	\$3.78
9-1	Pendaflex Adjustable Hanging File Folder Frame Letter/Legal Size Black Item#2758596	615-43	1.00	EA	19.33000	\$19.33	02/07/2023
					Schedule Total	\$19.33	

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Item Total for Line 9						\$19.33	
10-1	Sharpie Permanent Markers Chisel Point Assorted Colors 8/Pack Item#482203	620-90	3.00	PCK	6.23000	\$18.69	02/07/2023
Schedule Total						\$18.69	
Item Total for Line 10						\$18.69	
11-1	Sharpie Permanent Markers Fine Point Assorted Colors 12/Pack Item#613972	620-90	2.00	PCK	19.26000	\$38.52	02/07/2023
Schedule Total						\$38.52	
Item Total for Line 11						\$38.52	
12-1	Sharpie Color Burst Permanent Markers Ultra Fine Point Assorted Colors 24 Count Item#569444	620-90	2.00	PCK	21.11000	\$42.22	02/07/2023
Schedule Total						\$42.22	
Item Total for Line 12						\$42.22	
13-1	Brother Pt-D400Ad 0.79 In/S Easy-To-Use Label Maker With Ac Adapter 180 Dpi Item#1841608	605-30	1.00	EA	54.58000	\$54.58	02/07/2023
Schedule Total						\$54.58	
Item Total for Line 13						\$54.58	

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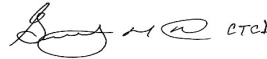
Total PO Amount \$1,400.55

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



01/27/2023