

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Allowed	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309096
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 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: 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: Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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AGENCY CONTACT: Itzel Cardenas
EMAIL: itzel.cardenas@dshs.texas.gov

HHSC PCS CONTACT: Patricia Fletcher
Phone: 512-406-2538
EMAIL: Patricia.Fletcher@hhsc.state.tx.us

VENDOR: Staples Contract Commercial LLC
Name Jonathan McEwen or Customer Service
Tel # 210/253-7267 or 800/574-7477
Email: jonathan.mcewen@staples.com or support_ct@staples.com

Please find a copy of our standard terms and conditions attached.
Please confirm receipt of this purchase order.

NOTE: FREIGHT TERMS ARE FOB DESTINATION PREPAY AND ALLOW
Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays
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 or
send to sindy.jimenez@dshs.texas.gov and angela.aleman@dshs.texas.gov

1-1	Super Stacker School Kit Plastic Boxes, Clear/Blue, 3 Boxes (38714) 24399077	615-60	1.00	EA	9.29000	\$9.29	01/31/2023
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Schedule Total \$9.29

Item #: 24399077 | Model #: 38714Quote has been attached

Item Total for Line 1 \$9.29

2-1	Post-it® Pop-up Notes, 3" x 3", Poptimistic Collection, 90 Sheets/Pad, 12 Pads/Pack (R330-12AN)	615-62	2.00	PKG	16.29000	\$32.58	01/31/2023
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Schedule Total \$32.58

Item #: 504023 | Model #: R33012AN

Item Total for Line 2 \$32.58

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
3-1	uni-ball Signo 207 Retractable Gel Pens, Medium Point, Assorted Ink, 8 Pack (1739929)	615-33	3.00	PKG	12.00000	\$36.00	01/27/2023
Schedule Total						<u>\$36.00</u>	
Item Total for Line 3						<u>\$36.00</u>	
4-1	Sharpie S-Gel Retractable Gel Pen, Medium Point, Assorted Ink, Dozen (2096153)	620-80	3.00	PKG	17.91000	\$53.73	01/27/2023
Schedule Total						<u>\$53.73</u>	
Item Total for Line 4						<u>\$53.73</u>	
5-1	Staples Standard 1" 3-Ring View Binder, Black (26431-CC)	615-09	8.00	EA	4.19000	\$33.52	01/27/2023
Schedule Total						<u>\$33.52</u>	
Item Total for Line 5						<u>\$33.52</u>	
6-1	U Brands 4N1 Magnetic Cork & Dry-Erase Calendar Whiteboard, Aluminum Frame, 2' x 1.5' (3890U00-01)	615-14	1.00	EA	80.99000	\$80.99	01/27/2023
Schedule Total						<u>\$80.99</u>	
Item Total for Line 6						<u>\$80.99</u>	
7-1	Expo Dry Erase Markers, Ultra Fine Tip,	620-86	1.00	PKG	13.49000	\$13.49	01/27/2023

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Assorted, 8/Pack (1884309)						
					Schedule Total	\$13.49	
	Item #: 1015831 Model #: 1884309						
					Item Total for Line 7	\$13.49	
8-1	Expo Magnetic Dry Erase Markers, Fine Tip, Assorted, 8/Pack (1944748)	620-86	1.00	PKG	12.04000	\$12.04	01/27/2023
					Schedule Total	\$12.04	
	Item #: 1910450 Model #: 1944748						
					Item Total for Line 8	\$12.04	
9-1	Elmer's School Glue Sticks, 0.77 Oz., 3/Pack (E562)	615-60	1.00	PKG	4.49000	\$4.49	01/27/2023
					Schedule Total	\$4.49	
	Item #: 672971 Model #: E562						
					Item Total for Line 9	\$4.49	
10-1	Scotch® Heavy Duty Shipping Packing Tape with Dispensers, 1.88" x 54.6 yds., Clear, 4 Rolls (3850-4RD)	832-24	1.00	PKG	23.99000	\$23.99	01/27/2023
					Schedule Total	\$23.99	
	Item #: 513246 Model #: 3850-4RD						
					Item Total for Line 10	\$23.99	
11-1	Really Useful Box® 9 Liter Snap Lid Storage Bin, Clear (9L CL)	560-82	4.00	EA	18.78000	\$75.12	01/31/2023
					Schedule Total	\$75.12	
	Item #: 673234 Model #: 9 LITRE CLEAR						
					Item Total for Line 11	\$75.12	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
12-1	BIC Wite-Out EZ Correct Correction Tape, White, 10/Pack (50790)	615-29	1.00	PKG	19.29000	\$19.29	01/27/2023
Schedule Total						\$19.29	
Item Total for Line 12						\$19.29	
13-1	Sharpie Chalk Wet Erase Marker, Medium Tip, Assorted, 5/Pack (2103011)	615-60	1.00	PKG	19.49000	\$19.49	01/27/2023
Schedule Total						\$19.49	
Item #: 24428141 Model #: 2103011						Item Total for Line 13	\$19.49
14-1	Uchida Chalk Markers, Broad Point, 4/Set (UCH4804D)	615-60	1.00	PKG	14.49000	\$14.49	01/27/2023
Schedule Total						\$14.49	
Item #: 24417713 Model #: UCH4804D						Item Total for Line 14	\$14.49
Total PO Amount						\$428.51	

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.

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Authorized By
Patricia Fletcher, CPM
01/27/2023