#### **Purchase Order**

**Dispatch via Print** 

Ship Via **Payment Terms Freight Terms** HHSTX-3-0000309096 Net 30 FOB Dest. Prepaid & Allowed BEST WAY **Purchase Order** If advertised by informal bid, Invitation for Offer, or Request for Proposal; all Page Date Revision specifications, terms, and conditions set forth in the advertisement and vendor's 01/27/23 1 conforming responses become a part of this numbered purchase order. Contractor Ship To: 5702 - Eagle Pass:1593 S Veterans guarantees goods or services delivered meet or exceed numbered purchase order DEPARTMENT OF STATE HEALTH SERVICES requirements. 1593 S Veterans Blvd All shipments, shipping papers, invoices, and correspondence must be identified Eagle Pass TX 78852 with our Purchase Order Number. United States Vendor: 10433908166 Bill To: Invoice-DSHS Fiscal Claims STAPLES CONTRACT AND COMMERCIAL LLC DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (RBB) DBA STAPLES BUSINESS ADVANTAGE PO BOX 660409 PO Box 149347 DALLAS TX 75266 Austin TX 78756 **United States** United States Fax: 512/458-7442 invoices@dshs.texas.gov Email: Fletcher, Patricia Rose **Purchaser: Inventory Item ID - Line Description** UOM Line-Sch Class/Item Quantity PO Price Extended Amt **Due Date** 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 1-1 615-60 1.00 EA 9.29000 \$9.29 01/31/2023 Super Stacker School Kit Plastic Boxes, Clear/Blue, 3 Boxes (38714) 24399077 \$9.29 Schedule Total Item #: 24399077 | Model #: 38714Quote has been attached Item Total for Line 1 \$9.29 2 - 1615-62 2.00 PKG 16.29000 \$32.58 01/31/2023 Post-it® Pop-up Notes, 3" x 3", Poptimistic Collection, 90 Sheets/Pad, 12 Pads/Pack (R330-12AN) \$32.58 Schedule Total Item #: 504023 | Model #: R33012AN \$32.58 Item Total for Line 2

## **Purchase Order**

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conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.					DEPAI 1593 S Eagle I	5702 - Eagle Pass:1593 S Veterans DEPARTMENT OF STATE HEALTH SERVICES 1593 S Veterans Blvd Eagle Pass TX 78852			
with our Pur	chase Order Number.				United	States			
Vendor: 1043390816 6 STAPLES CONTRACT AND COMMERCIAL LLC DBA STAPLES BUSINESS ADVANTAGE PO BOX 660409 DALLAS TX 75266 United States				Bill 1	DEPAI 1100 V PO Bo Austin	Invoice-DSHS Fiscal Claims DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (RBB) PO Box 149347 Austin TX 78756 United States			
					Fax: 512/45 Email: invoice	8-7442 es@dshs.texas.gov			
				Purc	haser: Fletch	er,Patricia Rose			
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Pri	ce 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	12.000	00 \$36.00	01/27/2023		
					Schedule Tot	sal \$36.00			
Item #: 73041	15   Model #: 1739929				Item Total for Line	3\$36.00			
4-1	Sharpie S-Gel Retractable Gel Pen, Medium Point, Assorted Ink, Dozen (2096153)	620-80	3.00	PKG	17.910	00 \$53.73	01/27/2023		
					Schedule Tot	tal \$53.73			
Item #: 24463	3342   Model #: 2096153				Item Total for Line	4 \$53.73			
5-1	Staples Standard 1" 3-Ring View Binder, Black (26431-CC)	615-09	8.00	EA	4.190	00 \$33.52	01/27/2023		
					Schedule Tot	sal \$33.52			
Item #: 82613	3   Model #: 55395/26431				Item Total for Line	5 \$33.52			
6-1	U Brands 4N1 Magnetic Cork & Dry- Erase Calendar Whiteboard, Aluminum Frame, 2' x 1.5' (3890U00-01)	615-14	1.00	EA	80.990	00 \$80.99	01/27/2023		
					Schedule Tot	tal \$80.99			
Item #: 24413	3535   Model #: 3890U00-01				Item Total for Line	6\$80.99			
7-1	Expo Dry Erase Markers, Ultra Fine Tip,	620-86	1.00	PKG	13.490	00 \$13.49	01/27/2023		

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Payment Te	rms Freight Terms	Ship V	7ia				ch via Print		
Net 30	FOB Dest. Prepaid & Allowed by informal bid, Invitation for Offer, or Req	BEST	WAY	Purchase Date	Order Revision	HHSTX-3-00	00309096 Page		
specification	s, terms, and conditions set forth in the adver	rtisement and ve	endor's	01/27/23 Ship To:			3		
conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.					DEPARTMENT	5702 - Eagle Pass:1593 S Veterans DEPARTMENT OF STATE HEALTH SERVICES 1593 S Veterans Blvd			
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.						Eagle Pass TX 78852			
Vendor: 1043390816 6 STAPLES CONTRACT AND COM DBA STAPLES BUSINESS ADVA PO BOX 660409 DALLAS TX 75266 United States				Bill To:	DEPARTMENT 1100 W 49th St PO Box 149347	Austin TX 78756			
				Fax: Email:	512/458-7442 invoices@dshs.t	exas.gov			
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	Purchaser: UOM	Fletcher,Patrici PO Price	ia Rose Extended Amt	Due Date		
Line-Sen	Assorted, 8/Pack (1884309)	Class/Item	Quantity	UOM	TOTILE	Extended Amt	Due Date		
	1850red, 01 wek (100 1007)				Schedule Total	\$13.49			
Item #: 1015	831   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 #: 1910	450   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 #: 6729	71   Model #: E562			Item	Total for Line 9	\$4.49			
10-1	Scotch <sup>®</sup> 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 #: 5132	46   Model #: 3850-4RD			Item 7	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		
	Storage Din, Clear (75 CE)				Schedule Total	\$75.12			
	34   Model #: 9 LITRE CLEAR								

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Payment Te	erms Freight Terms	Ship V	Via				Бібра	tch via Print	
Net 30	FOB Dest. Prepaid & Allowed			Pure	chase Order		HHSTX-3-0		
If advertised by informal bid, Invitation for Offer, or Request for Proposal; specifications, terms, and conditions set forth in the advertisement and ven		endor's	<b>Date</b> 01/27/23		Revision		Page 4		
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with our Pu	rchase Order Number.					United States	0002		
Vendor:	1043390816 6 STAPLES CONTRACT AND COMM DBA STAPLES BUSINESS ADVAN PO BOX 660409 DALLAS TX 75266 <b>United States</b>					r of state healt (RBB)	OF STATE HEALTH SERVICES		
					Fax: Email:	512/458-7442 invoices@dshs.	lexas.gov		
				Purc	chaser:	Fletcher,Patric	ia Rose		
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	
					Sche	dule Total	\$19.29		
					Item Total fo	r 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	
					Sche	dule Total	\$19.49		
Item #: 2442	28141   Model #: 2103011								
ftein #. 2442	20141   Model #. 2105011				Item Total fo	r 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	
					Sche	dule Total	\$14.49		
Item #: 2441	7713   Model #: UCH4804D				Item Total fo	r 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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Payment Te Net 30	erms Freight Terms FOB Dest. Prepaid & Allowed	<b>Ship Via</b> BEST WAY	Purchase Order		HHSTX-3-0000309096
specification	by informal bid, Invitation for Offer, or Requests, terms, and conditions set forth in the adverti	sement and vendor's	Date 01/27/23	Revision	<b>Page</b> 5
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Vendor:	1043390816 6 STAPLES CONTRACT AND COMMER DBA STAPLES BUSINESS ADVANTA PO BOX 660409 DALLAS TX 75266 <b>United States</b>		Bill To:	Invoice-DSHS I DEPARTMEN 1100 W 49th St PO Box 149347 Austin TX 7875 United States	T OF STATE HEALTH SERVICES t (RBB) 7
			Fax: Email:	512/458-7442 invoices@dshs.	.texas.gov
			Purchaser:	Fletcher,Patric	
Line-Sch	Inventory Item ID - Line Description	Class/Item Quantity	v UOM	PO Price	Extended Amt Due Date

Authorized By Patricio Hetcher, CIPM <u>01/27/2023</u>