

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-3-0000309172
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 01/30/23
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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All invoices from Region 8 please send to Sindy.Jimenez@dshs.texas.gov and Angela.Aleman@dshs.texas.gov
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 Contracts 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	Swingline GBC Fusion 1000L Thermal & Cold Laminator, 12" Width, Black (1703073)	615-04	2.00	EA	98.19000	\$196.38	02/07/2023
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Schedule Total \$196.38

Quote is attached

Item Total for Line 1 \$196.38

2-1	Staples Thermal Pouches, Letter, 100/Pack (17468)	615-60	10.00	PCK	37.29000	\$372.90	02/07/2023
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Schedule Total \$372.90

Item Total for Line 2 \$372.90

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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 2
			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
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Total PO Amount \$569.28

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 <i>Patricia Fletcher, CIPM</i>	02/01/2023
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