

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-3-0000309194
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 Page 1
			Ship To: 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 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
424 Mesquite Dr
PO Box 1132
Mexia TX 76667
United States

Fax: 254/562-1894
Email: 718Accounting@hhs.texas.gov

Purchaser: Martinez, Travis

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: 7 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

AGENCY CONTACT:
Requester: Emma Hernandez
Requester Email: EmmaO.Hernandez@hhs.texas.gov
Requester Phone: 903.683.7100

HHSC BUYER:
Travis Martinez,CTCD
Ph 512-438-5685
Travis.Martinez@hhs.Texas.Gov

VENDOR:
Contractor: Staples Contract Commercial LLC
Contact Name: Jonathan McEwen
Email: jonathan.mcewen@staples.com
Phone: (210) 253-7267

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

Txmas Contract: TXMAS-20-7502
Term:
Smartbuy PO: 2304756

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 216603

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1-1	(GOODS)Blue Folders; Smead Lockit 2-Pocket Presentation Folders Dark Blue 25/Box (87982); 088/45; Mnfr #410127-1855753	080-45	20.00	BOX	18.44000	\$368.80	02/06/2023	
Schedule Total						<u>\$368.80</u>		
document with detailed information attached.							Item Total for Line 1	<u>\$368.80</u>
2-1	(GOODS)PENS; Pentel Energel Rtx Retractable Gel Pens Medium Point Blue Ink 12/Pack (B177Pw-C); 620/80/; Mnfr #163804-1855753	620-80	1.00	DOZ	17.15000	\$17.15	02/06/2023	
Schedule Total						<u>\$17.15</u>		
document with detailed information attached.							Item Total for Line 2	<u>\$17.15</u>
3-1	(GOODS)PENS; Zebra Z-Grip Retractable Ballpoint Pens Medium Point Black Ink 12/Pack (22210); 620/80; Mnfr #563226-1855753	620-80	2.00	DOZ	3.15000	\$6.30	02/06/2023	
Schedule Total						<u>\$6.30</u>		
document with detailed information attached.							Item Total for Line 3	<u>\$6.30</u>
Total PO Amount						<u>\$392.25</u>		

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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

Travis Martinez, CTCD

01/30/2023