

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000309251</b>
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.			<b>Date</b> 01/31/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 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: Toni Booker  
Requester Email: toni.booker@hhs.texas.gov  
Requester Phone: 903-683-7571

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

Smartbuy PO: 23084937

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 217160

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1-1	Goods - Duracell 2032 3V Lithium Battery 4/Pack (Supplier Part #220061; Manufacturer Part # 220061-1855753)	450-06	15.00	PCK	6.41000	\$96.15	02/08/2023
<b>Schedule Total</b>						<u>\$96.15</u>	
<b>Item Total for Line 1</b>						<u>\$96.15</u>	
Texas Smartbuy Quotes attached.							
2-1	Goods - Sharpie S-Gel 0.7Mm 12Ct Bx Bl (Supplier Part # 24428210; Manufacturer Part # 24428210-1855753)	620-80	4.00	DZ	15.80000	\$63.20	02/08/2023
<b>Schedule Total</b>						<u>\$63.20</u>	
<b>Item Total for Line 2</b>						<u>\$63.20</u>	
3-1	Goods - Sharpie S-Gel 0.7Mm 12Ct Bx Red (Supplier Part # 24428207; Manufacturer Part # 24428207-1855753)	620-80	4.00	DZ	15.80000	\$63.20	02/08/2023
<b>Schedule Total</b>						<u>\$63.20</u>	
<b>Item Total for Line 3</b>						<u>\$63.20</u>	
4-1	Goods - First Aid Only Physicianscare 48 Pc. First Aid Kit (90103)(Supplier Part # 747473; Manufactuer Part # 747473-1855753)	345-32	40.00	BX	11.85000	\$474.00	02/08/2023
<b>Schedule Total</b>						<u>\$474.00</u>	
<b>Item Total for Line 4</b>						<u>\$474.00</u>	
5-1	Goods - First Aid Only Fabric Adhesive Bandages 1 X 3 16 Per Box White Fabric	345-32	20.00	EA	1.35000	\$27.00	02/08/2023

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	(Supplier Part # 2706109; Manufacturer Part # 2706109-1855753)						
					<b>Schedule Total</b>	\$27.00	
					<b>Item Total for Line 5</b>	\$27.00	
6-1	Goods - Sharpie Liquid Highlighters Chisel Assorted Colors 10/Pack (24415Pp)(Supplier Part # 521163; Manufacturer Part # 521163-1855753)	620-90	15.00	PCK	9.49000	\$142.35	02/08/2023
					<b>Schedule Total</b>	\$142.35	
					<b>Item Total for Line 6</b>	\$142.35	
7-1	Goods - Officemate Push Pins Translucent Assorted Colors 200/Tub (35710)(Supplier Part # 614312; Manufacturer Part # 614312-1855753)	615-84	6.00	PCK	4.45000	\$26.70	02/08/2023
					<b>Schedule Total</b>	\$26.70	
					<b>Item Total for Line 7</b>	\$26.70	
8-1	Goods - Officemate Magnetic Push Pins Assorted Colors 10/Pack (92515)(Supplier Part # 1139960; Manufacturer Part # 1139960-1855753)	615-84	10.00	PCK	2.60000	\$26.00	02/08/2023
					<b>Schedule Total</b>	\$26.00	
					<b>Item Total for Line 8</b>	\$26.00	
					<b>Total PO Amount</b>	\$918.60	

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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*

**02/01/2023**