

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309426
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 02/15/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

Vendor: 1042896127 9
STAPLES INC
DEPT 31-0000261679
PO BOX 9020
DES MOINES IA 501319020
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: Alexander, Leslie L 512/406-2424

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Vendor to send invoices to this email address: Invoices@dshs.state.tx.us
Invoice approval to pay send to sarah.avila@dshs.texas.gov and Gabriela.soto@dshs.texas.gov

FY23 Purchase

Procurement Type: SP/E

Requisition #: 0000214180

See above for SHIP TO ADDRESS ON PO

AGENCY CONTACT:
Sarah Avila / 512-420-6215
Email: sarah.avila@dshs.texas.gov

HHSC terms and conditions attached.

Purchaser Information:
Name: Leslie Alexander
Phone #: 512-406-2424
Email Address: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:
Contractor: Staples Contract Commercial, LLC
Contact Name: Jonathan McEwen
Email: Jonathan.mcewen@staples.com
Phone: (210) 253-7267
Alternate Contact Name: Customer Service
Alternate Email: support_ct@staples.com
Alternate Phone: (800) 574-7477

Freight Terms are FOB Destination Prepaid and Allowed/Add
Terms: Net 30

1-1	Brother DK-1209 DK12093PK Printer Label, 2.4"W, White, 800/Roll, 3 Rolls/Pack	615-60	20.00	PCK	55.99000	\$1,119.80	02/17/2023
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Schedule Total \$1,119.80

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24453977						Item Total for Line 1	<u>\$1,119.80</u>
2-1	Kleenex Boutique Standard Facial Tissue, 2-Ply, 95 Sheets/Box, 36 Boxes/Pack (21270)	640-50	3.00	C36	82.29000	\$246.87	02/17/2023
					Schedule Total	<u>\$246.87</u>	
915714						Item Total for Line 2	<u>\$246.87</u>
3-1	Allsop Redmond 14.75"W x 11.25"D Steel Laptop Stand, Black/Silver (30498)	785-43	25.00	EA	36.79000	\$919.75	02/17/2023
					Schedule Total	<u>\$919.75</u>	
413546						Item Total for Line 3	<u>\$919.75</u>
4-1	PURELL Advanced Hand Sanitizer Refreshing Gel, Clean Scent, 8 oz Pump Bottle, 12/Pk (4040-12-S)	435-73	3.00	CTN	45.39000	\$136.17	02/17/2023
					Schedule Total	<u>\$136.17</u>	
24449392						Item Total for Line 4	<u>\$136.17</u>
5-1	APC Essential SurgeArrest 6-Outlets Surge Protector, 6' Cord (PE66)	285-90	30.00	EA	17.59000	\$527.70	02/17/2023
					Schedule Total	<u>\$527.70</u>	
2716162						Item Total for Line 5	<u>\$527.70</u>

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6-1	Swingline GBC Fusion 3000L Thermal & Cold Laminator, 12" Width, Black/Silver (1703075)	665-42	1.00	EA	244.39000	\$244.39	02/17/2023
					Schedule Total	\$244.39	
1668258					Item Total for Line 6	\$244.39	
7-1	Fellowes Thermal Pouches, Letter, 100/Pack (5743301)	665-42	1.00	PCK	14.99000	\$14.99	02/17/2023
					Schedule Total	\$14.99	
2728674					Item Total for Line 7	\$14.99	
8-1	Pilot G2 Retractable Gel Pens, Fine Point, Black Ink, 36/Pack (84065)	620-80	2.00	PCK	34.99000	\$69.98	02/17/2023
					Schedule Total	\$69.98	
50552					Item Total for Line 8	\$69.98	
9-1	Pilot G2 Retractable Gel Pens, Fine Point, Blue Ink, 36/Pack (84066)	620-80	2.00	PCK	34.99000	\$69.98	02/17/2023
					Schedule Total	\$69.98	
50551					Item Total for Line 9	\$69.98	
Total PO Amount						\$3,349.63	

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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



02/15/2023