

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-3-0000309601
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 02/06/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 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 Accounts Payable
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

Purchaser: Alvarado,Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition #: 0000217824

Shipping Instructions: Ship according to the DUE DATES specified on the PO.

Freight: F.O.B. Destination Freight Prepaid Allowed

Delivery: 5 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

VENDORS SEND INVOICES VIA EMAIL TO: SAHACCOUNTING@dshs.texas.gov

Agency Contact:
Margaret Moreno @ 210-531-7718
margaret.moreno@hhs.texas.gov

Destination SASH Warehouse: Please deliver to Bldg. 558
Info for Warehouse staff:
Delivery Contact:
Guadalupe Rocha @ (210) 531-8135
Guadalupe.rocha2@hhs.texas.gov
Bldg/Floor/Cubicle: Navarro Hall Nurses Station

Purchaser:
Veronica Alvarado @ (512) 406-2505
Veronia.Alvarado@hhs.texas.gov

Vendor Information:
Staples Contract Commercial LLC
Jonathan McEwen @ 210-253-7267
jonathan.mcewen@staples.com

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

Contract # TXMAS-20-7502 (Funding Begins: 04-16-2020 / Funding Ends: 03-23-2023)
Smartbuy PO:

Requirements/Limitations:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

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Invoice per 34 TAC §20.487, amended effective May 1, 2022

1-1	Avery Big Tab Insertable Plastic Dividers With Pockets, Multicolor Tabs (8), 1 pocket, 3-holes Supplier Part Number: 486149; Manufacturer Part #: 486149 - 1855753	615-39	25.00	EA	2.38000	\$59.50	02/13/2023
Schedule Total						\$59.50	
Item Total for Line 1						\$59.50	
2-1	Astrobrights Cardstock Paper 65 Lbs 8.5x11, Solar Yellow 250/Pk; Supplier Part Number: 477580; Manufacturer Part #: 477580 - 1855753	645-31	4.00	EA	7.31000	\$29.24	02/13/2023
Schedule Total						\$29.24	
Item Total for Line 2						\$29.24	
3-1	Avery Pre-Printed Black Leather Style Tab Dividers A-Z Tabs; Supplier Part Number: 388739; Manufacturer Part #: 388739 - 1855753	615-39	10.00	EA	2.87000	\$28.70	02/13/2023
Schedule Total						\$28.70	
Item Total for Line 3						\$28.70	
4-1	Swingline Size 12 Medium/Large Finger Pads, Yellow Dozen; Supplier Part Number: 321486; Manufacturer Part #: 321486 - 1855753	605-46	1.00	EA	2.42000	\$2.42	02/13/2023
Schedule Total						\$2.42	

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Item Total for Line 4						\$2.42	
5-1	Staples Premium 1-Hole Punch 5 Sheet Capacity; Supplier Part Number: 395197; Manufacturer Part #: 395197 - 1855753	605-65	4.00	EA	3.80000	\$15.20	02/13/2023
Schedule Total						\$15.20	
Item Total for Line 5						\$15.20	
6-1	Staples 2-piece Prong Fastener Complete Unit Silver 8 1/2 Width 3 1/2 Capacity 50/pk; Supplier Part Number: 1798847; Manufacturer Part #: 1798847 - 1855753	615-69	3.00	EA	11.65000	\$34.95	02/13/2023
Schedule Total						\$34.95	
Item Total for Line 6						\$34.95	
7-1	Lee Sortkwik 1.75 Oz. Fingertip Moisteners Pink 2/Pack; Supplier Part Number: 913154; Manufacturer Part #: 913154 - 1855753	605-46	2.00	EA	3.72000	\$7.44	02/13/2023
Schedule Total						\$7.44	
Item Total for Line 7						\$7.44	
8-1	Reusable Dry Erase Pocket; Supplier Part Number: 376259; Manufacturer Part #: 376259 - 1855753	615-31	3.00	EA	11.10000	\$33.30	02/13/2023
Schedule Total						\$33.30	
Item Total for Line 8						\$33.30	

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9-1	Smead Supertab File Pockets 5.25 Expansion; Supplier Part Number: 820659; Manufacturer Part #: 820659 - 1855753	615-41	1.00	EA	22.06000	\$22.06	02/13/2023
Schedule Total						\$22.06	
Item Total for Line 9						\$22.06	
Total PO Amount						\$232.81	

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 	02/06/2023
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