

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-3-0000309704
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 02/07/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 2/8/2023
			Page 1
			Ship To: 1909 - Harlingen:1301 S Rangervill DEPARTMENT OF STATE HEALTH SERVICES 1301 S Rangerville Rd Harlingen TX 78552 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: 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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FY23 Purchase

Texas Smart Buy Purchase Order #: 23085887

PCC: CP/X
TXMAS-20-7502
Term: 04/16/2020 thru 12/19/2022
No Renewal Options

Requisition #: 0000218551

See above for SHIP TO ADDRESS ON PO

Agency Contact:
Name: Belinda Garza / 956-364-8759
Email: Belinda.Garza@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	#103549 MEDIUM BINDER CLIPS, BLACK	615-69	1.00	PKG	1.60000	\$0.00	CANCEL
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					Schedule Total	\$0.00	
					Item Total for Line 1	\$0.00	
2-1	#378813 BINDER CLIPS, ASSTD BLACK	615-69	1.00	PKG	4.49000	\$4.49	02/10/2023
					Schedule Total	\$4.49	
					Item Total for Line 2	\$4.49	
3-1	#2398804 PAPER MATE INKJOY RETRACTABLE GEL PENS, FINE POINT, ASSTD INK	620-80	1.00	PKG	17.62000	\$17.62	02/10/2023
					Schedule Total	\$17.62	
					Item Total for Line 3	\$17.62	
4-1	#24359572 31 QUART STACKING DRAWER	615-17	1.00	EA	19.16000	\$19.16	02/10/2023
					Schedule Total	\$19.16	
					Item Total for Line 4	\$19.16	
5-1	#24359573 43.4 QUART STACKING DRAWER	615-17	1.00	EA	22.28000	\$22.28	02/10/2023
					Schedule Total	\$22.28	
					Item Total for Line 5	\$22.28	
Total PO Amount						\$63.55	

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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



02/08/2023