

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-3-0000309724
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 Page 1
			Ship To: 5030 - Terrell:1200 E Brin HEALTH & HUMAN SERVICES COMMISSION 1200 E Brin PO Box 70 Terrell TX 75160 United States

Vendor: 1043390816 6
STAPLES CONTRACT AND COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
DALLAS TX 75266
United States

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@dshs.texas.gov

Purchaser: Mills,George M

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: 3 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. Please call facility 24hrs before delivery.
NO DELIVERIES BETWEEN 12:00-1:00PM

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AGENCY CONTACT:
SME Agency Contact: KELSEY MITCHELL
SME Agency Contact: 972-551-8288
SME Agency Email: KelseyL.Mitchell@hhs.texas.gov

Contract Manager: Stephany VanBolden
Contract Manager Phone: 972-551-8563
Contract Manager Email: stephany.vanbolden@hhs.texas.gov

AP Email: DSHS.TSHBUSINESSOFFICE@DSHS.TEXAS.GOV

Ship to Attn: Contact: KELSEY MITCHELL
Phone: 972-551-8288
Email: KelseyL.Mitchell@hhs.texas.gov

Building and Room number
Warehouse Bldg.
HEALTH HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Warehouse deliver to Delivery Contact:

HHSC BUYER:
George Mills CTCD
512-406-2651
george.mills@hhs.texas.gov

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VENDOR:
VENDOR: STAPLES CONTRACT COMMERCIAL LLC
VENDOR ADDRESS: 500 Staples Drive
Framingham MA 01702
VENDOR CONTACT: Jonathan McEwen
VENDOR PHONE: (210)574-7477
VENDOR EMAIL: Jonathan.mcewen@staples.com
PURCHASING METHOD: CP/X
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-20-7502
Term: Start Date 10/20/2022 End Date 03/23/2023
Smartbuy PO: 23085931

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 0000218060

Please follow the Texas Comptrollers Invoicing standards as seen below.
Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.
(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.
The invoice should include, but is not limited to including:
(1) the contractors mailing and e-mail (if applicable) address;
(2) the contractors telephone number;
(3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
(4) the state agencys name, agency number, delivery address;
(5) the state agencys purchase order number, if applicable;
(6) the contract number or other reference number, if applicable;
(7) a valid Texas identification number (TIN) issued by the Comptroller;
(8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
(9) unit numbers corresponding to the amount of the invoice;
(10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
(11) other relevant information supporting and explaining the payment requested

1-1	Quartet Prestige Magnetic Total Erase Calendar Whiteboard Graphite Frame 4' X 3' (Cp43P2) \SUPP. PART #230007\	785-25	1.00	EA	263.63000	\$263.63	02/10/2023
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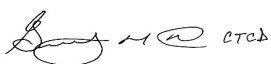
NGIP CODE 78525

Schedule Total		\$263.63
Item Total for Line 1		\$263.63
Total PO Amount		\$263.63

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.

<p>Authorized By</p> 	<p>02/07/2023</p>
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