

# 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-3-0000312365</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> 03/17/23
<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> 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:** Breest, Maria Ana

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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CP/X - TXMAS Contract 287/18  
 Note: Post Award to ESBD if over \$25,000  
 SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.  
 FREIGHT: F.O.B. Destination Freight Prepaid Allowed  
 DELIVERY: X 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  
margaret.moreno@hhs.texas.gov  
210-531-7718

**CONTRACT MANAGER:**  
Melissa Maddox  
210-531-7357  
melissa.maddox@hhs.texas.gov

**HHSCBUYER:**  
Ana Breest, CTCD, CTCM  
512-406-2679  
Ana.breest@hhs.texas.gov

**VENDOR:**  
Staples Contract Commercial LLC  
Jonathan McEwen  
(210) 253-7267  
jonathan.mcewen@staples.com  
QUOTE#X  
PURCHASING METHOD: CP/X  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.  
Txmas Contract: TXMAS-20-7502  
Term:4.16.20/3.23.23  
Smartbuy PO: 23115632  
**REQUIREMENTS/LIM ITATIONS:**  
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: 221275  
Smartbuy

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1-1	Pilot Easytouch Retractable Ballpoint Pens Fine Point Red Ink Dozen (32212) CC: 62080 SPN:403905	620-80	2.00	EA	9.05000	\$18.10	03/17/2023
<b>Schedule Total</b>						<u>\$18.10</u>	
FY23 CG4 F3J ADMIN PENS F1110 F3J010 F1110 7300							
Pilot Easytouch Retractable Ballpoint Pens Fine Point Red Ink Dozen (32212) CC: 62080 SPN:403905						<b>Item Total for Line 1</b>	<u>\$18.10</u>
2-1	Pilot Easytouch Retractable Ballpoint Pens Fine Point Blue Ink 12/Pack (32211) CC:62080 SPN:403902	620-80	2.00	EA	9.05000	\$18.10	03/17/2023
<b>Schedule Total</b>						<u>\$18.10</u>	
Pilot Easytouch Retractable Ballpoint Pens Fine Point Blue Ink 12/Pack (32211) CC:62080 SPN:403902						<b>Item Total for Line 2</b>	<u>\$18.10</u>
3-1	Pilot Easytouch Retractable Ballpoint Pens Fine Point Black Ink Dozen (32210) CC:62080 SPN:403895	620-80	2.00	EA	9.05000	\$18.10	03/17/2023
<b>Schedule Total</b>						<u>\$18.10</u>	
Pilot Easytouch Retractable Ballpoint Pens Fine Point Black Ink Dozen (32210) CC:62080 SPN:403895						<b>Item Total for Line 3</b>	<u>\$18.10</u>
<b>Total PO Amount</b>						<u>\$54.30</u>	

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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**

*MBreest CTCD, CTOM*

03/17/2023