

Health and Human Services Commission

Purchase Order

Dispatch via Print

| | | | |
|--|---|-----------------------------|--|
| Payment Terms Net 30 | Freight Terms FOB Dest. Prepaid & Allowed | Ship Via BEST WAY | Purchase Order HHSTX-3-0000312566 |
| 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 03/21/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 1 |
| | | | Ship To: 1199 - Edinburg;2412 E Richardson HEALTH & HUMAN SERVICES COMMISSION 2412 E Richardson St Edinburg TX 78539 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-HHSC-Adult Protective
HEALTH & HUMAN SERVICES COMMISSION
2520 S Veterans Blvd
PO Box 960
Edinburg TX 78539
United States

Fax: 956/316-8355
Email: reg11purchases@hhsc.state.tx.us

Purchaser: Fletcher, Patricia Rose

| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

AGENCY CONTACT:
Name: Arlena Salazar
Phone: 956/614-7111
Email: arlena.salazar@hhs.texas.gov

PURCHASER:
Name: Patricia Fletcher
Phone: 512/406-2538
Email: patricia.fletcher@hhs.texas.gov

VENDOR: Staples Contract Commercial, LLC
Name jonathan McEwen or Customer Service
Phone: 210/253-7267 or 800/574-7477
Email: jonathan.mcewen@staples.com or support_ct@staples.com
Contract: 615-A1
Term 8/29/2017 - 6/21/2023

Smart Buy PO: 23115865

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

DELIVERY: 1 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
REQUIREMENTS/LIMITATIONS:

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

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO. FREIGHT: F.O.B. Destination Freight prepaid Allowed. Delivery hours are from 8-11:30am and 1-4:30pm M-F Except State Holidays.

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

| | | | | | | | |
|-----|--|--------|-------|-----|---------|----------|------------|
| 1-1 | Card Stock (65 lb), Solar Yellow, 250/Pack (8.5"x11"), Supplier Part #477580 | 645-31 | 25.00 | PKG | 7.31000 | \$182.75 | 03/21/2023 |
|-----|--|--------|-------|-----|---------|----------|------------|

Schedule Total \$182.75

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Purchaser: Fletcher, Patricia Rose

| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|------------------------------|---|------------|----------|-----|----------|--------------|------------|
| Item Total for Line 1 | | | | | | \$182.75 | |
| 2-1 | Envelopes 10"x13", Poly Mailer, White 100/Carton, Supplier Par #1603912 | 310-67 | 100.00 | CTN | 36.85000 | \$3,685.00 | 03/21/2023 |
| Schedule Total | | | | | | \$3,685.00 | |
| Item Total for Line 2 | | | | | | \$3,685.00 | |
| 3-1 | Fingertips, Rubber, 12/DOZ , SMALL, Supplier Part #506139 | 605-46 | 50.00 | DZ | 1.48000 | \$74.00 | 03/21/2023 |
| Schedule Total | | | | | | \$74.00 | |
| Item Total for Line 3 | | | | | | \$74.00 | |
| 4-1 | Fingertips, Rubber, 12/DOZ , MEDIUM, Supplier Part #321486 | 605-46 | 50.00 | BX | 2.42000 | \$121.00 | 03/21/2023 |
| Schedule Total | | | | | | \$121.00 | |
| Item Total for Line 4 | | | | | | \$121.00 | |
| 5-1 | Fingertips, Rubber, 12/DOZ , LARGE, Supplier Part #506162 | 605-46 | 50.00 | DZ | 1.60000 | \$80.00 | 03/21/2023 |
| Schedule Total | | | | | | \$80.00 | |
| Item Total for Line 5 | | | | | | \$80.00 | |
| 6-1 | First Aid Only 107 Pc. First Aid Kit For 25 People (223-U/Fao), Supplier Part #827446 | 345-32 | 75.00 | EA | 12.14000 | \$910.50 | 03/21/2023 |
| Schedule Total | | | | | | \$910.50 | |
| Item Total for Line 6 | | | | | | \$910.50 | |

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Purchaser: Fletcher, Patricia Rose

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|-------------------------------|---|------------|----------|-----|----------|--------------|------------|
| 7-1 | Folders, Twin Pocket Portfolio, Dark Blue, 25 Pack, Supplier Part #80414 | 080-45 | 25.00 | BX | 14.72000 | \$368.00 | 03/21/2023 |
| Schedule Total | | | | | | \$368.00 | |
| Item Total for Line 7 | | | | | | \$368.00 | |
| 8-1 | Folders, Twin Pocket Portfolio, Yellow, 10 Pack, Supplier Part #80419 | 080-45 | 50.00 | BX | 14.72000 | \$736.00 | 03/21/2023 |
| Schedule Total | | | | | | \$736.00 | |
| Item Total for Line 8 | | | | | | \$736.00 | |
| 9-1 | Hole Puncher, Three Hole, Heavy Duty, 45 Sheets, Supplier Part #60567359100 | 605-67 | 25.00 | EA | 36.53000 | \$913.25 | 03/21/2023 |
| Schedule Total | | | | | | \$913.25 | |
| Item Total for Line 9 | | | | | | \$913.25 | |
| 10-1 | Hole Puncher, Two Hole, Heavy Duty, 25 Sheets, Supplier Part #60567431082 | 605-67 | 25.00 | EA | 8.67000 | \$216.75 | 03/21/2023 |
| Schedule Total | | | | | | \$216.75 | |
| Item Total for Line 10 | | | | | | \$216.75 | |
| 11-1 | Labeling System, Handheld, DYMO Label Maker LetraTag, Supplier Part #344064 | 605-30 | 50.00 | EA | 19.23000 | \$961.50 | 03/21/2023 |
| Schedule Total | | | | | | \$961.50 | |
| Item Total for Line 11 | | | | | | \$961.50 | |

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| 12-1 | Mailers, Bubble Padded, 6"x10", 250/CS Peel/Seal, Supplier Part #1938243 | 310-67 | 10.00 | CS | 30.49000 | \$304.90 | 03/21/2023 |
| Schedule Total | | | | | | \$304.90 | |
| Item Total for Line 12 | | | | | | \$304.90 | |
| 13-1 | Mailers, Bubble Padded, 8 1/2" x 12", 100/CS Peel/Seal, Supplier Part #507778 | 310-67 | 10.00 | CS | 30.71000 | \$307.10 | 03/21/2023 |
| Schedule Total | | | | | | \$307.10 | |
| Item Total for Line 13 | | | | | | \$307.10 | |
| 14-1 | Sheet Protectors, Top Open, Clear Non- Glare 8-1/2" x 11", 100 Sheets per Box, Supplier Part #811812 | 615-39 | 200.00 | BX | 8.72000 | \$1,744.00 | 03/21/2023 |
| Schedule Total | | | | | | \$1,744.00 | |
| Item Total for Line 14 | | | | | | \$1,744.00 | |
| 15-1 | Staple Remover, Push Type, Supplier Part #317313 | 605-82 | 50.00 | EA | 2.58000 | \$129.00 | 03/21/2023 |
| Schedule Total | | | | | | \$129.00 | |
| Item Total for Line 15 | | | | | | \$129.00 | |
| 16-1 | Stapler, Desk (manual) 20 Sheets Capacity, Supplier Part #60588404897 | 605-88 | 250.00 | EA | 3.56000 | \$890.00 | 03/21/2023 |
| Schedule Total | | | | | | \$890.00 | |
| Item Total for Line 16 | | | | | | \$890.00 | |

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| 17-1 | Tape Dispenser 1" Core Desktop, Black Two-Tone (C60-Bk), Supplier Part #567884 | 615-88 | 50.00 | EA | 2.35000 | \$117.50 | 03/21/2023 |
| Schedule Total | | | | | | \$117.50 | |
| Item Total for Line 17 | | | | | | \$117.50 | |
| 18-1 | Tape, Masking, 0.70 X 60 yard Roll, Natural, Supplier Part #572352 | 832-24 | 100.00 | ROL | 1.02000 | \$102.00 | 03/21/2023 |
| Schedule Total | | | | | | \$102.00 | |
| Item Total for Line 18 | | | | | | \$102.00 | |
| Total PO Amount | | | | | | \$11,843.25 | |

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 <i>Patricia Fletcher, CEO, CTCM</i> | 03/21/2023 |
|---|-------------------|