

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-3-0000312791
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 03/22/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 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 - DADS
HEALTH & HUMAN SERVICES COMMISSION
424 Mesquite Dr
PO Box 1132
Mexia TX 76667
United States

Fax: 254/562-1894
Email: 718Accounting@hhs.texas.gov

Purchaser: Rodriguez,Linda 512/406-2533

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition # 220459

Freight Terms: FOB Destination Prepaid and Allowed

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

SMARTBUY PO # 23121798

Agency Delivery Contact:
Teresa Wittenburg @ 903-683-7278
Teresa.Wittenburg@hhs.texas.gov

Purchaser Information:
Linda Rodriguez @ 512-406-2533
Linda.Rodriguez3@hhs.texas.gov

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

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

Contract #: TXMAS-20-7502 - Start Date: 4/16/2020 - End Date: 3/23/2023

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

INCLUDE P.O. NUMBER ON PACKING SLIPS, CARTONS, PACKAGES, BUNDLES, ETC.

1-1	Part # 651742 - Binder, Staples 1.5 3 ring better binder Teal 13468-cc	615-37	15.00	EA	6.77000	\$101.55	03/27/2023
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Schedule Total	\$101.55
Item Total for Line 1	\$101.55

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
2-1	Part # 648825 - Binder, Staples 1.5 3 ring better binder Blue 13400	615-37	4.00	EA	6.40000	\$25.60	03/27/2023
Schedule Total						<u>\$25.60</u>	
Item Total for Line 2						<u>\$25.60</u>	
3-1	Part # 827604 - Binder, Staples 1.5 3 ring better binder Purple 19061	615-37	10.00	EA	6.77000	\$67.70	03/27/2023
Schedule Total						<u>\$67.70</u>	
Item Total for Line 3						<u>\$67.70</u>	
4-1	Part # 507885 - Envelopes, Quality Park 9x12 Blue clasp envelopes 10/pack	310-06	2.00	PKG	8.69000	\$17.38	03/27/2023
Schedule Total						<u>\$17.38</u>	
Item Total for Line 4						<u>\$17.38</u>	
5-1	Part # 827602 - Binder, Staples 1 3 ring binder Green 19063	615-37	6.00	EA	5.56000	\$33.36	03/27/2023
Schedule Total						<u>\$33.36</u>	
Item Total for Line 5						<u>\$33.36</u>	
6-1	Part # 827607 - Binder, 1.5 ring better binder Green 19059	615-37	1.00	EA	6.77000	\$6.77	03/27/2023
Schedule Total						<u>\$6.77</u>	
Item Total for Line 6						<u>\$6.77</u>	

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Total PO Amount						\$252.36	

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

Linda Rodriguez, CTED, CTCM

03/22/2023