

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-3-0000312941
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 03/23/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4546 - Austin:1100 W 49th St (DBGL) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DBGL) PO Box 149347 Austin TX 78756 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: De La Rosa,Lindsey 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

PO BILL TO INFORMATION
DSHS
ATTN: FISCAL DIVISION/ACCOUNTS PAYABLE
1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

CODE # 4546

FOR DSHS INTERNAL DELIVERY INFO
Loading Dock: L-114
Building: Laboratory L-356.2

AGENCY CONTACT:
Ship to Attn: Kari Younger
kari.younger@dshs.texas.gov
512 776-2592

HHSC BUYER:
Lindsey De La Rosa
7766284
lindsey.delarosa@hhs.texas.gov

VENDOR:
VID: 10433908166
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
Address: 500 Staples Drive Framingham MA 01702

PURCHASING METHOD: CP/X
Procurement methods were evaluated, and the best value is provided using the TXMAS contract. Purchase made under the Authority of 2155.502 Development of Multiple Award Schedule.

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Txmas Contract: TXMAS-20-7502
Term: 4/16/2020-3/23/2023
Smartbuy PO:23122003

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 224674

1-1	DYMO LABELWRITER 450 DUO DESKTOP LABEL PRINTER (1752267) - SUPPLIER PART NUMBER: 804679 - MANUFACTURER PART #: 804679 - 1855753	605-30	3.00	EA	149.79000	\$449.37	03/30/2023
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Schedule Total \$449.37

FY23 3842 DYMO LABELWRITERS

Questions? Contact: Dene Thompson, 512 776-2457 dene.thompson@dshs.texas.gov

VENDOR INFORMATION:
VID: 10433908166
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
Address: 500 Staples Drive Framingham MA 01702

No quote was attached to the Intake Request

Any State Funds

TXMAS-20-7502

ATTN DSHS CLAIMS: Send approval requests to LabAccounting@dshs.texas.gov

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CODE # 3063

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1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

CODE # 4546

FOR DSHS INTERNAL DELIVERY INFO
Loading Dock: L-114
Building: Laboratory L-356.2

Requester Information:
Requester Name: Kari Younger
Requester Phone Number/Area Code: 512 776-2592
Requester E-mail Address: kari.younger@dshs.texas.gov

SCOR Division- DSHS-Infectious Disease

Item Total for Line 1 \$449.37

Total PO Amount \$449.37

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

Linsay De La Rosa

03/23/2023