

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-3-0000313435
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 03/29/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: See Detail Below

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: Wilson, Madison Faith

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: 7 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

AGENCY CONTACT:
 Josie Calvillo
 940-552-4146
 Josie.calvillo@hhs.texas.gov
 Ship to Attn: Josie Calvillo
 Health Human Services Commission
 4730 College Dr.
 PO Box 2230
 Vernon, TX 76385

HHSC BUYER:
 Madison Wilson
 254-744-4512
 Madison.wilson@hhs.texas.gov

VENDOR:
 Staples Contract and Commercial
 governmentteam@staples.com

PURCHASING METHOD: SP/E
 Not to Exceed \$10,000.00

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 0000219764

1-1	Avery Big Tab Write & Erase Dividers 5-Tab White (23075); Item # 162099	615-39	100.00	SET	1.59000	\$159.00	03/29/2023
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Ship To: 5009
 HEALTH & HUMAN SERVICES COMMISSION
 4730 College Dr
 PO Box 2231

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Vernon TX 76385 United States						
					Schedule Total	\$159.00	
					Item Total for Line 1	\$159.00	
2-1	Brother M231 Label Maker Tape 0.47 W Black on White; Item # 730788	605-30	15.00	EA	24.99000	\$374.85	03/29/2023
	Ship To: 5009 HEALTH & HUMAN SERVICES COMMISSION 4730 College Dr PO Box 2231 Vernon TX 76385 United States						
					Schedule Total	\$374.85	
					Item Total for Line 2	\$374.85	
3-1	Oxford 1-Subject Notebook 8 x 10-1/2 Wide Rule 70 Sheets; Item # 477512	785-73	10.00	EA	3.69000	\$36.90	03/29/2023
	Ship To: 5605 DEPARTMENT OF STATE HEALTH SERVICES 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States						
					Schedule Total	\$36.90	
					Item Total for Line 3	\$36.90	
Total PO Amount						\$570.75	

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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

Madison Wilson

04/20/2023