

# 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-3-0000314446</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> 04/20/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 1721 - Houston:5425 Polk St HEALTH & HUMAN SERVICES COMMISSION 5425 Polk St PO Box 16017 Ste 220 Houston TX 77023 United States

**Vendor:** 1042896127 9  
STAPLES INC  
DEPT 31-0000261679  
PO BOX 9020  
DES MOINES IA 501319020  
**United States**

**Bill To:** Invoice-HHSC Financial Service  
HEALTH & HUMAN SERVICES COMMISSION  
5425 Polk St  
PO Box 16017  
Ste 220  
Houston TX 77023  
United States

**Fax:** 713/767-2488  
**Email:** Reg\_06\_Regional\_Budget\_PRF@hhsc.state.tx

**Purchaser:** Alexander, Leslie L 512/406-2424

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

Procurement Type: SP/E

Requisition #: 0000227050

See above for SHIP TO ADDRESS ON PO

**AGENCY CONTACT:**

Name: Logaan Duvernay / (713) 767-2404  
Email: Logaan.Duvernay@hhs.texas.gov

HHSC terms and conditions attached

**Purchaser Information:**

Name: Leslie Alexander  
Phone #: 512-406-2424  
Email Address: Leslie.Alexander@hhs.texas.gov

**VENDOR INFORMATION:**

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

Freight Terms are FOB Destination Prepaid and Allowed/Add  
Terms: Net 30

1-1	Item #: 661996 - Pacific Blue Select Paper Towels, 2-ply, 100 Sheets/Roll, 30 Rolls/Pack (27300)	640-75	10.00	CTN	53.09000	\$530.90	04/24/2023
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**Schedule Total**                     \$530.90

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Item Total for Line 1 \$530.90

**Total PO Amount** \$530.90

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.

<b>Authorized By</b> 	<b>04/20/2023</b>
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