

# 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-3-0000314523</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> 04/13/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5009 - Vernon:4730 College Dr HEALTH & HUMAN SERVICES COMMISSION 4730 College Dr PO Box 2231 Vernon TX 76385 United States

**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:** Connell,Ron Lee

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

Spot Purchase Open Market  
SP/E

Requisition #: HHSTX-3-0000221743

Requester: Dawna Fulford  
Phone #: +1 (940) 552-4337  
Email: Dawna.Fulford@hhs.texas.gov

SHIP TO ATTN: Amanda Raney, 940-552-4532, amanda.raney@hhs.texas.gov

Purchaser Name: Ron Connell  
Phone #: 512-406-2666  
Email: ron.connell@hhs.texas.gov

Vendor Name: STAPLES CONTRACT COMMERCIAL, LLC  
Contact: Customer Service  
Phone #: (800) 574-7477  
Email: support\_ct@staples.com  
Account#: 1837315

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

1-1	Staples Heavyweight Ruled 3 x 5 Index Cards White 100/Pack (51013); Item # 071737	615-09	3.00	PCK	2.79000	\$8.37	04/20/2023
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**Schedule Total**                     \$8.37

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<b>Item Total for Line 1</b>						\$8.37	
2-1	Avery Durable 3 3-Ring View Binder Black (17041) Item # 823526	615-09	6.00	EA	13.49000	\$80.94	04/20/2023
<b>Schedule Total</b>						\$80.94	
<b>Item Total for Line 2</b>						\$80.94	
3-1	Staples Heavy Duty 4 3-Ring View Binder black (24695); Item # 082664	615-37	2.00	EA	12.99000	\$25.98	04/20/2023
<b>Schedule Total</b>						\$25.98	
<b>Item Total for Line 3</b>						\$25.98	
4-1	Staples Gummed Catalog Envelopes 6 x 9 Brown 100/Box (50262); Item # 381964	310-06	1.00	BOX	26.99000	\$26.99	04/20/2023
<b>Schedule Total</b>						\$26.99	
<b>Item Total for Line 4</b>						\$26.99	
5-1	Tr Wall File Letter 1 Black; Item # 24380820	620-10	3.00	EA	21.79000	\$65.37	04/20/2023
<b>Schedule Total</b>						\$65.37	
<b>Item Total for Line 5</b>						\$65.37	
6-1	Vertical Expanding File 13-Pocket 10 Expansion Letter Poly Black; Item # 2692644	615-37	1.00	EA	18.59000	\$18.59	04/20/2023

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
<b>Schedule Total</b>						\$18.59	
<b>Item Total for Line 6</b>						\$18.59	
7-1	Smead Portable Expanding File Box 19 Pockets Alphabetic (A-Z) and Subject Labels Legal Assorted; Item # 1135510	615-41	1.00	EA	30.19000	\$30.19	04/20/2023
<b>Schedule Total</b>						\$30.19	
<b>Item Total for Line 7</b>						\$30.19	
<b>Total PO Amount</b>						\$256.43	

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**

*R. Lee*

**04/20/2023**