

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

|                                                                                                                                                                                                                                                                                                                                                |                                         |                             |                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment Terms</b><br>Net 30                                                                                                                                                                                                                                                                                                                 | <b>Freight Terms</b><br>Prepaid & Allow | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-3-0000315137</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><br>04/20/23                                                                                                                                  |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>                                                                                                                                                                                                                         |                                         |                             | <b>Revision</b><br>Page<br>1                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                |                                         |                             | <b>Ship To:</b><br>4038 - Corpus Christi:902 Airport<br>HEALTH & HUMAN SERVICES COMMISSION<br>902 Airport Rd<br>Corpus Christi TX 78405<br>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  
4001 S Hwy 36  
Brenham TX 77833  
United States

**Fax:** 979/277-1865

**Purchaser:** Angel, April Marie 512/406-2427

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

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

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 10 Days After Receipt of PO

Open Hours: 8:00 to 11:30 and 1:00 to 4:30 PM, Closed for Lunch between 12:00 to 1:00, Monday thru Friday except designated State Holidays.

AGENCY CONTACT:  
Agency Contact: Yvonne Almendarez  
Phone: 361-844-7864  
Email: Yvonne.Almendarez@hhs.texas.gov

Ship to Attn: Yvonne.Alemndarez  
Building 519

HHSC BUYER:  
April Angel, CTCD  
512-406-2427  
April.Angel@hhs.texas.gov

VENDOR:  
Brandon Johnson  
888-224-3784 X 54517  
Brandon.Johnson@Staples.com

PURCHASING METHOD: SP/E  
CLASS/ITEM: 785/25

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  
Vendor Invoicing Instructions: Please send all invoices direct to: 710Accounting@hhs.state.tx.us

Requisition 0000218299

|     |                                                                                                   |        |      |    |          |         |            |
|-----|---------------------------------------------------------------------------------------------------|--------|------|----|----------|---------|------------|
| 1-1 | Item# 1682316 Staples Standard Durable<br>Cork Bulletin Board, Oak Frame, 3'W x<br>2'H (28336-CC) | 785-25 | 1.00 | EA | 43.99000 | \$43.99 | 04/27/2023 |
|-----|---------------------------------------------------------------------------------------------------|--------|------|----|----------|---------|------------|

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**Schedule Total** \_\_\_\_\_ \$43.99

**Item Total for Line 1** \_\_\_\_\_ \$43.99

**Total PO Amount** \$43.99

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**

*April Angel, CEO*

**04/24/2023**