## **Purchase Order**

**Dispatch via Print** 

Payment Te Net 30	rms Freight Terms Prepaid & Allow	<b>Ship Via</b> BEST WAY	Purchase Order	HHST	X-4-0000335778	
specification	by informal bid, Invitation for Offer, or R s, terms, and conditions set forth in the ad	vertisement and vendor's	<b>Date</b> 12/29/23	Revision	Page 1	
guarantees g requirements All shipmen	conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.  All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			2203 - Big Spring:1901 N Highway 8 HEALTH & HUMAN SERVICES COMMISSION 1901 N Highway 87 Big Spring TX 79720 United States		
Vendor:	1043390816 6 STAPLES CONTRACT AND COMI DBA STAPLES BUSINESS ADVAN PO BOX 660409		Bill To:	Invoice - DADS HEALTH & HUMAN SERV 2501 Maple St PO Box 451	VICES COMMISSION	

DALLAS TX 75266 **United States** 

> 325/795-3807 Fax:

Email: 710Accounting@hhsc.state.tx.us

Abilene TX 79602

United States

Exempt Reason: N/A

Lacinpt ice				Purchaser:	Alvarado,Veron	ica	
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	<b>Due Date</b>

FY24 Purchase / Requisition #: 0000250911

Procurement Type: SP/E Not to Exceed \$1703.17

Shipping Instructions: Ship according to the DUE DATES specified on the PO.

Freight: F.O.B Destination Freight Prepaid Allowed

Delivery: 3 - 5 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

SEND INVOICES VIA EMAIL TO: 710Accounting@hhsc.state.tx.us

Quote #: see shopping cart

Agency Contact: Norma Garcia @ 432-268-7644

Norma.garcia5@hhs.texas.gov **Contract Manager Contact:** 

Chris Brockmeyer @ 325-795-3413 chris.brockmeyer@hhs.texas.gov

Purchaser:

Veronica Alvarado @ 512-406-2505 Veronica.Alvarado@hhs.texas.gov

Vendor Information:

Staples Contract Commercial LLC Customer Service @ 800-574-7477 support\_ct@staples.com

Requirement / Limitations:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2024 funding.

615-31 20.39000 \$407.80 01/16/2024 1-1 20.00 PCK

## **Purchase Order**

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Payment To		Ship V		$\top$			•	tch via Print
	Prepaid & Allow d by informal bid, Invitation for Offer, or Rec		al; all	Dat		sion	HHSTX-4-0	000335778 Page
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.					HEALTH & I		2 pring:1901 N Highway 8 HUMAN SERVICES COMMISSION	
All shipmer	nts, shipping papers, invoices, and corresp urchase Order Number.	ondence must b	e identified		Big S	N Highway Spring TX 7 ed States		
Vendor:	1043390816 6 STAPLES CONTRACT AND COMMI DBA STAPLES BUSINESS ADVANT PO BOX 660409 DALLAS TX 75266 United States			Bill	HEA 2501 PO B Abile	ce - DADS LTH & HU Maple St Sox 451 ene TX 7960 ed States	MAN SERVICES CO	OMMISSION
						795-3807 Accounting@	hhsc.state.tx.us	
Exempt Re	ason: N/A			Pur	chaser: Alva	rado,Veror	iica	
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO P	rice	Extended Amt	Due Date
	Sheets/Pack (WAU40411) Item #: 958751   Model #: WAU40411						¢407.00	
					Schedule T			
					Item Total for Lin	ie i	\$407.80	
2-1	Astrobrights 65 lb. Cardstock Paper, 8.5" x 11", Orbit Orange, 250 Sheets/Pack (WAU22761) Item #: 958673   Model #: WAU22761	615-31	1.00	PCK	15.29	9000	\$15.29	01/16/2024
					Schedule T	otal	\$15.29	
					Item Total for Lin	ne 2	\$15.29	
3-1	Astrobrights 65 lb. Cardstock Paper, 8.5" x 11", Sunburst Yellow, 250 Sheets/Pack (WAU22791) Item #: WAU22791   Model #:	615-31	1.00	PCK	21.99	0000	\$21.99	01/16/2024
	WAU22791							
					Schedule T		_	
					Item Total for Lin	ie 3	\$21.99	
4-1	Brother P-touch M-231 Label Maker Tape, 1/2" x 26-2/10', Black on White (M-231) Item #: 730788   Model #: M231	450-41	10.00	PCK	15.39	9000	\$153.90	01/16/2024
					Schedule T	otal	\$153.90	
					Item Total for Lin	ne 4	\$153.90	
5-1		615-41	6.00	BOX	58.39	9000	\$350.34	01/16/2024

Smead Heavy Duty End Tab Expanding File Jacket, Reinforced Straight-Cut Tab, 2" Expansion, Letter Size, Manila, 25/Box (76910); Item #: 600715 | Model

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							Dispa	tch via Print
Payment Terr Net 30	ns Freight Terms Prepaid & Allow	Ship V BEST		Purch	ase Order		HHSTX-4-0	000335778
specifications,	y informal bid, Invitation for Offer, or Req terms, and conditions set forth in the adver	uest for Proposa	al; all endor's	<b>Date</b> 12/29/2		Revision		Page 3
guarantees goo requirements.	sponses become a part of this numbered punds or services delivered meet or exceed nu	mbered purchas	se order	Ship T	0:		ring:1901 N Highway 8 IUMAN SERVICES CO	
	, shipping papers, invoices, and correspo hase Order Number.	ondence must b	oe identified			Big Spring TX United States		
Vendor:	1043390816 6 STAPLES CONTRACT AND COMME DBA STAPLES BUSINESS ADVANT PO BOX 660409 DALLAS TX 75266 United States			Bill To	:	Invoice - DAD HEALTH & H 2501 Maple St PO Box 451 Abilene TX 79 United States	UMAN SERVICES CO	DMMISSION
				Fa Er	ıx: nail:	325/795-3807 710Accounting	g@hhsc.state.tx.us	
Exempt Reaso	on: N/A			Purcha	ıser:	Alvarado,Ver	onica	
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM		PO Price	Extended Amt	Due Date
#	#: 76910							
					Sche	dule Total	\$350.34	
					Item Total	for Line 5	\$350.34	
\$	Smead End-Tab File Folders, Reinforced Straight-Cut Tab, Letter Size, Manila, 100/Box (24110) Item #: 509893   Model #: 24111	615-41	8.00	CTN		35.89000	\$287.12	01/16/2024
					Sche	dule Total	\$287.12	
					Item Total	for Line 6	\$287.12	

4.00 PCK

5.00 EA

33.79000

Item Total for Line 7

8.89000

Schedule Total

Schedule Total \$44.45

Item Total for Line 8 \$44.45

**Total PO Amount** \$1,416.05

\$135.16 01/16/2024

\$44.45 01/16/2024

\$135.16

\$135.16

318-40

615-77

9" x 12" TripLOK Tamper-Evident Bags, Clear, 100/Pack; Item #: 818848 | Model

Accu-Stamp® Ink Refill, Pre-Inked, Red & Blue, 2/bottles, .35 oz each (032958); Item #: 1538610 | Model #: 032958

#: 585028

7-1

8-1

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Net 30	Prepaid & Allow	BEST '		Purchase Order	HHSTX-4-0000335778	
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				Fax: Email:	325/795-3807 710Accounting@hhsc.state.tx.us	
Exempt Rea	ason: N/A			Purchaser:	Alvarado,Veronica	
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price Extended Amt Due Date	

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** Veronica Alvarado, CTCD, CTCM

01/09/2024