

# 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-4-0000335778</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> 12/29/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> <b>Page</b> 1
			<b>Ship To:</b> 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 COMMERCIAL LLC  
DBA STAPLES BUSINESS ADVANTAGE  
PO BOX 660409  
DALLAS TX 75266  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
2501 Maple St  
PO Box 451  
Abilene TX 79602  
United States

**Fax:** 325/795-3807  
**Email:** 710Accounting@hhsc.state.tx.us

**Exempt Reason:** N/A

**Purchaser:** Alvarado, Veronica

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

1-1	Neenah Exact Index 110 lb. Cardstock Paper, 8.5" x 11", White, 250	615-31	20.00	PCK	20.39000	\$407.80	01/16/2024
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**Purchaser:** Alvarado, Veronica

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	Sheets/Pack (WAU40411) Item #: 958751   Model #: WAU40411						
					<b>Schedule Total</b>	\$407.80	
					<b>Item Total for Line 1</b>	\$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	15.29000	\$15.29	01/16/2024
					<b>Schedule Total</b>	\$15.29	
					<b>Item Total for Line 2</b>	\$15.29	
3-1	Astrobrights 65 lb. Cardstock Paper, 8.5" x 11", Sunburst Yellow, 250 Sheets/Pack (WAU22791) Item #: WAU22791   Model #: WAU22791	615-31	1.00	PCK	21.99000	\$21.99	01/16/2024
					<b>Schedule Total</b>	\$21.99	
					<b>Item Total for Line 3</b>	\$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	15.39000	\$153.90	01/16/2024
					<b>Schedule Total</b>	\$153.90	
					<b>Item Total for Line 4</b>	\$153.90	
5-1	Smead Heavy Duty End Tab Expanding File Jacket, Reinforced Straight-Cut Tab, 2" Expansion, Letter Size, Manila, 25/Box (76910); Item #: 600715   Model	615-41	6.00	BOX	58.39000	\$350.34	01/16/2024

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	#: 76910						
					<b>Schedule Total</b>	\$350.34	
					<b>Item Total for Line 5</b>	\$350.34	
6-1	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
					<b>Schedule Total</b>	\$287.12	
					<b>Item Total for Line 6</b>	\$287.12	
7-1	9" x 12" TripLOK Tamper-Evident Bags, Clear, 100/Pack; Item #: 818848   Model #: 585028	318-40	4.00	PCK	33.79000	\$135.16	01/16/2024
					<b>Schedule Total</b>	\$135.16	
					<b>Item Total for Line 7</b>	\$135.16	
8-1	Accu-Stamp® Ink Refill, Pre-Inked, Red & Blue, 2/bottles, .35 oz each (032958); Item #: 1538610   Model #: 032958	615-77	5.00	EA	8.89000	\$44.45	01/16/2024
					<b>Schedule Total</b>	\$44.45	
					<b>Item Total for Line 8</b>	\$44.45	
<b>Total PO Amount</b>						\$1,416.05	

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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**

*Veronica Alvarado, CTCR, CTCM*

**01/09/2024**