

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-4-0000336698
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.			Date 01/16/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 4548 - Harlingen: 1401 S Rangerville HEALTH & HUMAN SERVICES COMMISSION 1401 S Rangerville Rd Harlingen TX 78552 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-DSHS Accounts Payable
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

Exempt Reason: N/A

Purchaser: Ogle, Tracie L

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Confirmation Order - Do Not Duplicate

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

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

DELIVERY: 3 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

AGENCY CONTACT:
Mary Castillo
Mary.castillo@hhs.texas.gov

SHIP TO ATTN:
Saldivar, Rolando
(956-364-8478)
Rolando.Saldivar@hhs.texas.gov

HHSC BUYER:
Tracie Ogle, CTCD, CTCM
512-776-2326
Tracie.Ogle@hhs.texas.gov

VENDOR:
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
Address: 500 Staples Drive Framingham MA 01702

PURCHASING METHOD: CP-A
TAC §20.220 The comptroller enters into term contracts for the purchase or lease of goods or services used in large quantities by several state agencies.

Term Contract: 615-C1
Term: 9/1/23 - 12/31/24
Smartbuy PO: 24059159

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			Page 2

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REQUIREMENTS/LIMITATIONS:

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

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition: 0000251967

1-1	ASIN# B00008XPEI Riverside Paper Decorol Flame Retardant Colored Paper Rolls, 36in. x 1000ft., Festive Red	050-59	1.00	EA	149.05000	\$149.05	01/19/2024
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Schedule Total \$149.05

Item Total for Line 1 \$149.05

Total PO Amount \$149.05

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

Tracie Ogle, (CFO)

01/16/2024

