

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-4-0000336961
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 01/22/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6484 - Mexia:424 Mesquite Dr HEALTH & HUMAN SERVICES COMMISSION 424 Mesquite Dr PO Box 1132 Mexia TX 76667 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
424 Mesquite Dr
PO Box 1132
Mexia TX 76667
United States

Fax: 254/562-1894
Email: 718Accounting@hhs.texas.gov

Exempt Reason: N/A

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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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
 Confirmation Order-Do Not Duplicate

AGENCY REQUESTER:
 Name: Shannon Easterling
 Email: Shannon.easterling@hhs.texas.gov
 Phone: 254-562-1212

SHIP TO ATTN: Whitney Ingram, whitney.ingram@hhs.texas.gov, 254-562-1919, BHS/Bldg 658

HHSC BUYER:
 Ron Connell, CTCD
 512-406-2666
 Ron.CConnell@hhs.texas.gov

VENDOR:
 Staples Contract Commercial LLC
 Contact Name: Customer Support
 Phone: (800) 540-2765
 Email: support_we@staples.com

PURCHASING METHOD: CP/A
 Procurement methods were evaluated, and the best value is provided using the TXMAS contract. Purchase made under the Authority of 2155.502 Development of Multiple Award Schedule.
 TXMAS Contract: 615-C1
 Term: Start Date 8/31/2023
 End Date 12/31/2024
 Smartbuy PO: 24064458

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 0000252793

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1-1	Quartet Classic Cork Bulletin Board, black frame, 2'W x 1.5'H (2301B), # 229955	785-25	4.00	EA	37.84000	\$151.36	01/25/2024
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Schedule Total	\$151.36
Item Total for Line 1	\$151.36
Total PO Amount	\$151.36

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



01/22/2024