

# 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-4-0000336970</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> 01/22/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 6656 - Lubbock:3401 N University A HEALTH & HUMAN SERVICES COMMISSION 3401 N University Ave 3401 N University Ave Lubbock TX 79415 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:** 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: Luisa Olguin-Torrez  
 Email: luisa.olguin-torrez@hhs.texas.gov  
 Phone: 806-741-3511

SHIP TO ATTN: Luisa Olguin-Torrez, luisa.olguin-torrez@hhs.texas.gov, 806-741-3511

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: 24064479

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 0000252280

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1-1	Bi-Office Earth-It Dry-Erase Whiteboard, Aluminum Frame, 3' x 4' (MA0500790), #890989	785-15	1.00	EA	192.71000	\$192.71	01/25/2024
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**Schedule Total**                     \$192.71  
**Item Total for Line 1**                     \$192.71  
**Total PO Amount** \$192.71

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.

<b>Authorized By</b>  	<b>01/22/2024</b>
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