

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-4-0000337404
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 01/26/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1904 - San Antonio:2303 SE Militar DEPARTMENT OF STATE HEALTH SERVICES 2303 SE Military Dr San Antonio TX 78223 United States
			Page 1

Vendor: 1043390816 6
 STAPLES CONTRACT AND COMMERCIAL LLC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266
 United States

Bill To: Texas Center for Infectious Di
 DEPARTMENT OF STATE HEALTH SERVICES
 2303 SE Military Dr
 San Antonio TX 78223
 United States

Exempt Reason: N/A

Purchaser: Olvera,Marissa Ann

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

AGENCY CONTACT:
 Name: Laura Longoria
 Email: Laura.Longoria@dshs.texas.gov
 Lead Contact Phone: 210-393-4039

Attn To: Concepcion Reyna

Send Invoice to: GRTCIDFiscalServices@dshs.texas.gov

HHSC BUYER:
 Marissa Olvera
 512-776-3099
 marissa.olvera1@hhs.texas.gov

VENDOR:
 VID: 10433908166
 Contractor: Staples Contract Commercial LLC
 Contact Name: support_we@staples.com
 Email: support_we@staples.com
 Phone: (800) 540-2765
 Alternate Contact Name: Yorka Velasco-Caballero
 Alternate Email: Yorka.Velasco-Caballero@staples.com
 Alternate Phone: (210) 823-2056

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: Start Date: 8/31/2023 - End Date: 12/31/2024
 Smartbuy PO: 24065216

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

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Invoice per 34 TAC \$20.487, amended effective May 1, 2022

Requisition 0000252593

1-1	Smead Manila File Folder, 1/3-Cut Tab, Letter Size, Manila, 100/Box (10330)	615-45	2.00	BOX	23.62000	\$47.24	01/26/2024
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Schedule Total \$47.24

Item Total for Line 1 \$47.24

2-1	Avery Mini Laser/Inkjet File Folder Labels, 2/3" x 3-7/16", White, 12 Labels/Sheet, 25 Sheets/Pack, 300 Labels/Pack (2181)	755-35	2.00	PKG	7.75000	\$15.50	01/26/2024
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Schedule Total \$15.50

Item Total for Line 2 \$15.50

3-1	Oxford Twin Portfolio Folders, Yellow, 25/Box(OXF 57509)	615-43	1.00	BOX	17.62000	\$17.62	01/26/2024
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Schedule Total \$17.62

Item Total for Line 3 \$17.62

4-1	Oxford Twin Portfolio Folders, Purple, 25/Box(OXF 57514)	615-43	1.00	BOX	17.62000	\$17.62	01/26/2024
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Schedule Total \$17.62

Item Total for Line 4 \$17.62

5-1		615-69	1.00	PKG	7.78000	\$7.78	01/26/2024
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	Staples Magnetic Bulldog Clips, 1.25"W. Metallic, 18/Pack(17694)						
					Schedule Total	\$7.78	
					Item Total for Line 5	\$7.78	
6-1	Avery Big Tab Extra-Wide Insertable Paper Dividers, 5-Tab, Clear, Set(11221)	615-39	6.00	EA	1.14000	\$6.84	01/26/2024
					Schedule Total	\$6.84	
					Item Total for Line 6	\$6.84	
					Total PO Amount	\$112.60	

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 	01/26/2024
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