

# 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-4-0000337444</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> 01/26/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5070 - Harlingen:1401 S Rangervill DEPARTMENT OF STATE HEALTH SERVICES 1401 S Rangerville Rd PO Box 2668 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:** 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 #: 0000251822

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

Invoices to be emailed to SAHAccounting@dshs.texas.gov

Agency Contact:  
Adriana Gudino @ 956-364-8724  
adriana.gudino@hhs.texas.gov

Deliver to: Adriana Gudino, Building 504, 956-364-8724

Purchaser:  
Veronica Alvarado @ (512) 406-2505  
Veronia.Alvarado@hhs.texas.gov

**VENDOR INFORMATION:**  
Staples Contract Commercial, LLC  
Yorka Valasco-Caballero @ 210-823-2056  
support\_we@staples.com / yorka.velasco-caballero@staples.com

**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.

Contract #615-C1 (Funding Begins: 08-31-2023 / Funding Ends: 12-31-2024)  
Smartbuy PO:

**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

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**Exempt Reason:** N/A

**Purchaser:** Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Oxford Twin Fastener Folders, Gray, 25/Box (OXF 57705); Supplier Part Number: 296434						
					<b>Schedule Total</b>	\$29.70	
					<b>Item Total for Line 1</b>	\$29.70	
2-1	Oxford Twin Fastener Folders, Black, 25/Box (OXF 57706); Supplier Part Number: 296442	615-43	1.00	BOX	29.70000	\$29.70	01/29/2024
					<b>Schedule Total</b>	\$29.70	
					<b>Item Total for Line 2</b>	\$29.70	
3-1	Oxford Twin Fastener Folders, Dark Blue, 25/Box (OXF 57738); Supplier Part Number: 898320	680-32	1.00	BOX	29.70000	\$29.70	01/29/2024
					<b>Schedule Total</b>	\$29.70	
					<b>Item Total for Line 3</b>	\$29.70	
4-1	Post-it174; Recycled Super Sticky Notes, 3" x 3", Wanderlust Pastels Collection; Supplier Part Number: 689314	615-62	1.00	PKG	9.72000	\$9.72	01/29/2024
					<b>Schedule Total</b>	\$9.72	
					<b>Item Total for Line 4</b>	\$9.72	
5-1	Post-it Recycled Super Sticky Notes, 3" x 3", Oasis Collection; Supplier Part Number: 860982	615-62	2.00	PKG	14.12000	\$28.24	01/29/2024
					<b>Schedule Total</b>	\$28.24	

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**Purchaser:** Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
<b>Item Total for Line 5</b>						\$28.24	
6-1	Avery TrueBlock Laser/Inkjet File Folder Labels, 2/3" x 3 7/16", White, 750 Labels/Pack (8366); Supplier Part Number: 779330	615-60	2.00	PKG	14.69000	\$29.38	01/29/2024
<b>Schedule Total</b>						\$29.38	
<b>Item Total for Line 6</b>						\$29.38	
<b>Total PO Amount</b>						\$156.44	

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, CTCRS, CTCM*

**01/26/2024**