

# 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-4-0000337617</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> 01/30/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1118 - El Paso:7920 Alameda HEALTH & HUMAN SERVICES COMMISSION 7920 Alameda El Paso TX 79915 United States
			<b>Page</b> 1

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

**Bill To:** Invoice-HHSC Region 10, DADS:  
HEALTH & HUMAN SERVICES COMMISSION  
401 Franklin Ave  
Ste 450  
El Paso TX 79901  
United States

**Fax:** 915/834-7587

**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: Joyce Smith  
 Email: Joyce.Smith@hhs.texas.gov  
 Phone: (915) 858-7782

SHIP TO ATTN: Joyce Smith, Joyce.Smith@hhs.texas.gov, (915) 858-7782

**HHSC BUYER:**  
 Ron Connell, CTCD  
 512-406-2666  
 Ron.Connell@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: 24065600

**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

The invoice should include, but is not limited to including:  
 (1) the contractor's mailing and e-mail (if applicable) address;  
 (2) the contractor's telephone number;

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- (3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
- (4) the state agency's name, agency number, and delivery address;
- (5) the state agency's purchase order number, if applicable;
- (6) the contract number or other reference number, if applicable;
- (7) a valid Texas identification number (TIN) issued by the comptroller;
- (8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice.
- (9) unit numbers corresponding to the amount of the invoice;
- (10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
- (11) other relevant information supporting and explaining the payment requested.

Requisition 0000253693

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1-1	#894623, Alliance174; Sterling174; 31 (2-1/2" x 1/8") Rubber Bands; 1 lb. Box	615-75	10.00	BOX	6.86000	\$68.60	02/02/2024
<b>Schedule Total</b>						\$68.60	
<b>Item Total for Line 1</b>						\$68.60	
2-1	#321804, Offistamp Ink Refill, Red Ink (034517)	615-77	30.00	EA	5.44000	\$163.20	02/02/2024
<b>Schedule Total</b>						\$163.20	
<b>Item Total for Line 2</b>						\$163.20	
3-1	#507842, 2000 PLUS Printer Line Dater, Message/Date, Black Ink (011090)	615-77	50.00	EA	10.45000	\$522.50	02/02/2024
<b>Schedule Total</b>						\$522.50	
<b>Item Total for Line 3</b>						\$522.50	
<b>Total PO Amount</b>						\$754.30	

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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**



**01/30/2024**