

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-4-0000340790
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 03/14/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 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: Burns, Debra A

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 CLASS ITEM 310-67
SCOR HHSC Division Chief-Program-and-Srvcs-Office
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 3-5 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:
***PACKING LIST REQUIRED TO SHOW PO NUMBER AND ATTN CONTACT INFO ***
CONFIRMATION REQUIRED FROM VENDOR
SHIP TO ATTN Luisa Olguin-Torrez 806-741-3511 luisa.olguin-torrez@hhs.texas.gov
Facility Contract Manager Betty Moore 806-741-3614 betty.moore@hhs.texas.gov
Please list the LEAD contact as BETTY MOORE in SCOR.
*****Ship to Attention: Central Warehouse- rafael.pantoja@hhs.texas.gov 806-741-3559*****
Info for Warehouse Staff:
Delivery Contact: Luisa Olguin-Torrez 806-741-3511 luisa.olguin-torrez@hhs.texas.gov BLDG.501 RM. 119

Bill To: 4507
Abilene State Supported Living Center
Attn: Accounts Payable
PO Box 451
Abilene, Tx 79604
Accounts Payable Contact 325-795-3933
(Medical) 325-795-3237
Email Invoices to: 710Accounting@hhsc.state.tx.us

** VENDORS SEND INVOICES VIA EMAIL TO 710Accounting@hhsc.state.tx.us

HHSC BUYER:
Debra Burns, CTPM
Direct: 512) 406-2564 CELL 832-818-3936
Debra.Burns@hhs.texas.gov

VENDOR:
VID: 10433908166
Contractor: Staples Contract Commercial LLC
Contact Name: support_we@staples.com
Email: Eric.Williams2@Staples.com

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Phone: (800) 540-2765
Alternate Contact Name: Yorka Velasco-Caballero
Alternate Email: Yorka.Velasco-Caballero@staples.com
Alternate Phone: (210) 823-2056

QUOTE # PRICED PER TEXAS SMART BUY
DO NOT DULIPCATE

PURCHASING METHOD: CP-A

Term Contract: 615-C1
Term: 8/31/2023 End Date 12/31/2024
Optional Renewal Terms January 1, 2025, through December 31, 2027
Smartbuy PO: 24112005

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 0000258199

1-1	Envelope Gummed 6x9 Booklet White Wove 100/Box Quality Park QUA37113 Item 813372	310-67	5.00	BOX	31.79000	\$158.95	03/29/2024
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Schedule Total	\$158.95
Item Total for Line 1	\$158.95
Total PO Amount	\$158.95

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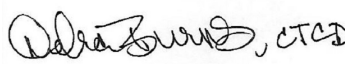
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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services 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 	03/14/2024
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