

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-4-0000340863
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: 5750 - Amarillo:3407 Pony Express DEPARTMENT OF STATE HEALTH SERVICES 3407 Pony Express Way Amarillo TX 79118 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 Fiscal Claims
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (RBB)
PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Exempt Reason: N/A

Purchaser: Ogle, Tracie L

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Confirmation Order - Do Not Duplicate

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:
Queta Whitfield
Queta.whitfield@dshs.texas.gov

Purchase Contact
Marisol Tijerina
Marisol.tijerina@dshs.texas.gov
806-477-1100

Ship to:
3407 Pony Express Way
Amarillo, TX 79118
Bldg./Floor/Cubicle: Deliver to South Entrance (Overhead Door)

HHSC BUYER:
Tracie Ogle, CTCD, CTCM
512-776-2326
Tracie.Ogle@hhs.texas.gov

VENDOR:
Staples Contract Commercial LLC
Yorka Velasco-Caballero
Yorka.Velasco-Caballero@staples.com
500 Staples Drive, Farmington MA 01702
www.txsmartbuy.com
(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

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Exempt Reason: N/A

Purchaser: Ogle, Tracie L

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Term: 9/1/2023 - 12/31/2024
Smartbuy PO: 24112110

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: 0000258881

1-1	Post-it Notes, 3" x 3", Poptimistic Collection, 100 Sheets/Pad, 14 Pads/Pack (654-14AN), 3M Corporation, Item # 564229, Manufacturer Part # 564229-1855753	615-62	25.00	EA	8.54000	\$213.50	03/19/2024
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Schedule Total \$213.50
Item Total for Line 1 \$213.50

2-1	Post-it Notes, 4" x 6", Poptimistic Collection, Lined, 100 Sheets/Pad, 3 Pads/Pack (660-3AN), 3M Corporation, Item # 483081, Manufacturer Part # 483081-1855753	615-62	25.00	EA	4.72000	\$118.00	03/19/2024
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Schedule Total \$118.00
Item Total for Line 2 \$118.00

3-1	Sharpie Color Burst Permanent Markers, Fine Tip, Assorted, 24/Pack, Sanford Corp, Item # 569443, Manufacturer Part # 569443-1855753	615-60	10.00	EA	21.50000	\$215.00	03/19/2024
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Schedule Total \$215.00
Item Total for Line 3 \$215.00

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United States

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Exempt Reason: N/A

Purchaser: Ogle, Tracie L

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
4-1	Ticonderoga Pencil Wooden Pencil, 2.2mm, 2 Soft Lead, Dozen, Dixon-Ticonderoga, Item # 487129, Manufacturer Part # 487129-1855753	620-60	10.00	EA	2.54000	\$25.40	03/19/2024
Schedule Total						<u>\$25.40</u>	
Item Total for Line 4						<u>\$25.40</u>	
5-1	Staples Binder Clips, Assorted, Black, 60/Pack, Worklife Brands, Item # 378813, Manufacturer Part # 378813-1855753	615-69	15.00	EA	4.09000	\$61.35	03/19/2024
Schedule Total						<u>\$61.35</u>	
Item Total for Line 5						<u>\$61.35</u>	
6-1	Post-it Tabs, 1" Wide, Solid, Assorted Colors, 88 Tabs/Pack, 3M Corporation, Item # 1174241, Manufacturer Part # 1174241-1855753	615-62	25.00	EA	4.10000	\$102.50	03/19/2024
Schedule Total						<u>\$102.50</u>	
Item Total for Line 6						<u>\$102.50</u>	
7-1	SI Products White Mailing Tubes, 3" x 30", 24/Case, JIT, The Packaging, Item # 500656, 500656-1855753	646-90	1.00	CTN	62.16000	\$62.16	03/19/2024
Schedule Total						<u>\$62.16</u>	
Item Total for Line 7						<u>\$62.16</u>	
8-1	DURABLE Desktop Reference System, 10 Double-Sided Panels, Letter-Size,	665-17	2.00	EA	74.78000	\$149.56	03/19/2024

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Assorted Colors, SHERPA Design,
Durable Office Products Corp, Item #
806664, 806664-1855753

Schedule Total	\$149.56
Item Total for Line 8	\$149.56
Total PO Amount	\$947.47

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 <i>Tracie Ogle, (ETC)</i>	03/14/2024
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