

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-4-0000342488
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 04/02/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 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: 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 615-37 310-06
SCOR HHSC Division State-Operatd-Fac-(proposed)
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 ***
SHIP TO ATTN Nakisha Lamkin (210) 531-7777 Nakisha.lamkin@hhs.texas.gov
SME/Lead Contact Margaret Moreno 210-531-7718 margaret.moreno@hhs.texas.gov
Destination SASH Warehouse: Please deliver to Bldg. 558
Info for Warehouse staff:
Delivery Contact: Nakisha Lamkin
Bldg/Floor/Cubicle: Casa Linda Cottage Bldg. H7

VENDORS SEND INVOICES VIA EMAIL TO: SAHACCOUNTING@dshs.texas.gov

PO BILL TO INFORMATION
SAN ANTONIO STATE HOSPITAL
ATTN: Charles Ago - ACCOUNTING
6711 S. NEW BRAUNFELS AVE. / SUITE 100 / SAN ANTONIO, TEXAS 78223
MAIL CODE#: 4505
Email: SAHACCOUNTING@dshs.texas.gov

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

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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: 24148933

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 0000261740 and 0000261741

1-1	Folder Two-Pocket Prong Fastener Letter 1/2" Capacity Red 25/Box SPN 895250 ***REQUISITION 0000261740***	615-37	15.00	EA	29.69000	\$445.35	04/12/2024
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Schedule Total	\$445.35
Item Total for Line 1	\$445.35

2-1	Envelopes Clasp 10" x 13" 32lb Heavyweight Catalog Moistenable Glue Manila 100/Box Staples 122069/14207 SPN 122069 ***requisition 0000261741***	310-06	3.00	EA	25.63000	\$76.89	04/12/2024
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Schedule Total	\$76.89
Item Total for Line 2	\$76.89

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Total PO Amount						\$522.24	

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 	04/02/2024
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