

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-4-0000342644
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 04/04/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4547 - Wichita Falls:6515 Kemp Blv HEALTH & HUMAN SERVICES COMMISSION 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States

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

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

FY24 CLASS ITEM 785-26 615-39 615-33 605-65 605-60 645-33 615-62 620-80
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 ***
ORDER CONFIRMATION REQUIRED FROM VENDOR
SHIP TO ATTN Tonya Owen 940-689-5411 tonya.owen@hhs.texas.gov
Contract Manager Drew Hardy 940-552-4055 drew.hardy2@hhs.texas.gov
Warehouse: Please deliver to Admin Bldg 504 WF Campus Tonya Owen Rm 355

** SEND INVOICES VIA EMAIL TO ** tonya.owen@hhs.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
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

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-4-0000342644
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 04/04/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 4547 - Wichita Falls:6515 Kemp Blv HEALTH & HUMAN SERVICES COMMISSION 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States
			Page 2

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

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

Optional Renewal Terms January 1, 2025, through December 31, 2027
Smartbuy PO: 24149160

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 0000264032

1-1	Magnets Neodymium 0.75 Dia Glass Board Clear 6/Pack Quartet QRT85391 SPN 2660946	785-26	15.00	PCK	19.25000	\$288.75	04/21/2024
Schedule Total						\$288.75	
Item Total for Line 1						\$288.75	
2-1	Pen Gel Retractable 1.0mm Point Black Ink Dozen Sharpie S-Gel 2096149 SPN 24428208	620-80	4.00	DOZ	12.69000	\$50.76	04/21/2024
Schedule Total						\$50.76	
Item Total for Line 2						\$50.76	
3-1	Dividers A-Z Pre-Printed 25-Laminated Tab Buff Gold Reinforced Avery 11306 SPN 537472	615-39	10.00	SET	2.96000	\$29.60	04/21/2024
Schedule Total						\$29.60	
Item Total for Line 3						\$29.60	
4-1	File Box Index Card Plastic 6.5"H x 8.25"W Black 500 Card Capacity Oxford	615-33	4.00	EA	6.55000	\$26.20	04/21/2024

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-4-0000342644
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 04/04/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 3
			Ship To: 4547 - Wichita Falls:6515 Kemp Blv HEALTH & HUMAN SERVICES COMMISSION 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States

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

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@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
	OXF 01581 SPN 388723						
					Schedule Total	\$26.20	
					Item Total for Line 4	\$26.20	
5-1	Punch 3-Hole Steel Manual 30 Sheet Capacity Black Staples Circle ST24549CC 24549/33989 SPN 572645	605-65	8.00	EA	16.84000	\$134.72	04/21/2024
	Adjustable punch heads, rubberized comfort grip				Schedule Total	\$134.72	
					Item Total for Line 5	\$134.72	
6-1	Pencil Sharpener Electric Desktop 1-Hole Gray Bostitch Executive BOSEPS8HDGRY SPN 1131035	605-60	2.00	EA	33.08000	\$66.16	04/21/2024
	Built-in safety guard, hardened Steel cutting blades 5 1/8"(H) x 4"(W) x 7 1/2"(D), 1.0mm acrylic fiber nib, Easy clean shavings tray, thermal overload protection				Schedule Total	\$66.16	
					Item Total for Line 6	\$66.16	
7-1	Paper Colored 24 lbs 8.5" x 11" Assorted Colors, 500 Sheets/Ream Array Designer PAC101346 SPN 826183	645-33	6.00	RM	22.76000	\$136.56	04/21/2024
	Violet, teal, cobalt blue, gold, cranberry				Schedule Total	\$136.56	
					Item Total for Line 7	\$136.56	
8-1	Self-Stick Notes 1 3/8" x 1 7/8" Beachside Collection 100 Sheets/Pad 24 Pads/Pack Post-it 65324APVAD SPN 689309 Caf233	615-62	12.00	PCK	5.94000	\$71.28	04/21/2024

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-4-0000342644
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 04/04/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 4
			Ship To: 4547 - Wichita Falls:6515 Kemp Blv HEALTH & HUMAN SERVICES COMMISSION 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States

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

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@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	
Schedule Total							\$71.28	
Item Total for Line 8							\$71.28	
9-1	Self-Stick Notes 1 3/8" in x 1 7/8" Sweet Sprinkles Collection 100 Sheets/Pad 12 Pads/Pack Post-it 653RPA SPN 448845	615-62	24.00	PCK	3.48000	\$83.52	04/21/2024	
Schedule Total							\$83.52	
Item Total for Line 9							\$83.52	
10-1	Self-Stick Notes 1 3/8" x 1 7/8" Poptimistic Collection 100 Sheets/Pad 24 Pads/Pack Post-it 653-24ANVAD SPN 24339104	615-62	12.00	PCK	10.79000	\$129.48	04/21/2024	
Schedule Total							\$129.48	
Item Total for Line 10							\$129.48	
11-1	Self-Stick Notes Cube 1 7/8" x 1 7/8" Assorted Bright Colors 400 Sheets/Pad 3 Cube Pads/Pack Post-it 2051-3PK SPN 512685	615-62	24.00	PCK	3.93000	\$94.32	04/21/2024	
Schedule Total							\$94.32	
Two cubes feature Acid Lime, Limeade and Blue Paradise, and one cube is in Guava, Vital Orange and Canary Yellow colors							Item Total for Line 11	\$94.32
12-1	Pen Gel Retractable 0.7mm Red Ink Comfort grip Dozen Sharpie S-Gel 2096158 SPN 24428207	620-80	4.00	DOZ	12.69000	\$50.76	04/21/2024	
Schedule Total							\$50.76	

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-4-0000342644
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 04/04/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 5
		Ship To:	4547 - Wichita Falls:6515 Kemp Blv HEALTH & HUMAN SERVICES COMMISSION 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States

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

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@dshs.texas.gov

Exempt Reason: N/A

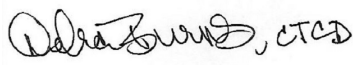
Purchaser: Burns, Debra A

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Item Total for Line 12							\$50.76
Total PO Amount							\$1,162.11

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 	04/04/2024
--	-------------------