

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-4-0000342695
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 1
			Ship To: 1081 - Edinburg;2520 S Veterans Bl HEALTH & HUMAN SERVICES COMMISSION 2520 S Veterans Blvd PO Box 960 Edinburg TX 78539 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-HHSC-Adult Protective
HEALTH & HUMAN SERVICES COMMISSION
2520 S Veterans Blvd
PO Box 960
Edinburg TX 78539
United States

Fax: 956/316-8355
Email: reg11purchases@hhsc.state.tx.us

Exempt Reason: N/A

Purchaser: Vasquez Iii,Richard

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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CP/A - Term Contract on SmartBuy

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 14 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:
Enriqueta Fuentes
enriqueta.fuentes@hhs.texas.gov
956-316-8203

Ship to Code: 1081 Office: HHSC, 2520 S. Veterans Blvd., Edinburg, TX 78539

NO DELIVERIES BETWEEN 12:00-1:00 PM
DELIVER TO WAREHOUSE - Monday thru Friday, 8:00-11:30 AM and 1:00-4:30 pm. INCLUDE P.O. NUMBER ON PACKING SLIPS, CARTONS, PACKAGES, BUNDLES, ETC.

Please provide copies of purchase order as listed below:
Agency Contact - Enriqueta Fuentes, enriqueta.fuentes@hhs.texas.gov, 956-316-8203
Entry Person - Hilda Flores, hilda.flores@hhs.texas.gov, 956-316-8226 Fax: 956/316-8355

PO Bill To Info.
Health Human Services Commission
PO Box 960
Edinburg, TX 78540-0960

Bill to Code: 1081

HHSC BUYER:
RICHARD VASQUEZ
RICHARD.VASQUEZIII@HHS.TEXAS.GOV
512-639-7327

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

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Email: Yorka.Velasco-Caballero@staples.com
Phone: (800) 540-2765
Alternate Contact Name: Yorka Velasco-Caballero
Alternate Email: Yorka.Velasco-Caballero@staples.com
Alternate Phone: (210) 823-2056
Address: 500 Staples Drive Framingham MA 01702

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
Term: 8/31/23 - 12/31/24

Smartbuy PO: 24149220

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 258666

1-1	Advantus Plastic/Poly Mobile File Cart with Swivel Wheels, Black (AVT55758) NIGP Code: 61560 Supplier Part Number: 1128714 Advantus Plastic/Poly Mobile File Cart with Swivel Wheels, Black (AVT55758) NIGP Code: 61560 Supplier Part Number: 1128714	615-60	6.00	EA	36.83000	\$220.98	04/12/2024
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Schedule Total \$220.98

Item Total for Line 1 \$220.98

Total PO Amount \$220.98

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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 	04/04/2024
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