

# Department of State Health Services

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-4-0000342855</b>
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.			<b>Date</b> 04/05/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1905 - Arlington:1301 S Bowen Rd HEALTH & HUMAN SERVICES COMMISSION 1301 S Bowen Rd Ste 200 Arlington TX 76013 United States
			<b>Page</b> 1

**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:** Olvera, Marissa Ann

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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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:

Contact: Timothy Nebergall  
Phone: 817-264-4662  
Email: Timothy.Nebergall@dshs.texas.gov

Attn: Timothy Nebergall  
Address: 1301 S Bowen Rd Suite 200  
City/State Zip: Arlington, TX 76013  
Mail Code: 1905

AP Email: invoices@dshs.texas.gov

HHSC BUYER:  
Marissa Olvera, CTCD  
512-776-3099  
marissa.olvera1@hhs.texas.gov

VENDOR:  
VID: 10433908166  
Contractor: Staples Contract Commercial LLC  
Contact Name: support\_we@staples.com  
Email: support\_we@staples.com  
Phone: (800) 540-2765  
Alternate Contact Name: Yorka Velasco-Caballero  
Alternate Email: Yorka.Velasco-Caballero@staples.com  
Alternate Phone: (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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Term: Start Date: 8/31/2023 - End Date: 12/31/2024  
Smartbuy PO: 24154533

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 0000261432

1-1	Pentel Super Hi-Polymer Lead Refill, 0.5mm, 30/Leads, 3/Pack (C25BPHB3-K6)	620-70	2.00	PKG	2.66000	\$5.32	04/08/2024
<b>Schedule Total</b>						\$5.32	
<b>Item Total for Line 1</b>						\$5.32	
2-1	Pentel Super Hi-Polymer Lead Refill, 0.9mm, 30/Leads, 3/Pack (C29BPHB3)	620-70	2.00	PKG	2.66000	\$5.32	04/08/2024
<b>Schedule Total</b>						\$5.32	
<b>Item Total for Line 2</b>						\$5.32	
3-1	Pentel Mechanical Pencil Refills Eraser, White, 4/Pack (PEN-Z2-1N)	620-70	10.00	PKG	.56000	\$5.60	04/08/2024
<b>Schedule Total</b>						\$5.60	
<b>Item Total for Line 3</b>						\$5.60	
4-1	BIC Wite-Out Extra Coverage Correction Fluid, 20 ml., White, Dozen (WOFEC12WE)	615-29	1.00	DOZ	11.96000	\$11.96	04/08/2024

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<b>Schedule Total</b>						\$11.96	
<b>Item Total for Line 4</b>						\$11.96	
5-1	BIC Wite-Out 2-in-1 Correction Fluid, 15 ml., White (WOPFP11)	615-29	10.00	EA	1.55000	\$15.50	04/08/2024
<b>Schedule Total</b>						\$15.50	
<b>Item Total for Line 5</b>						\$15.50	
6-1	Moleskine Pro Pad, Pocket, Black (620909)	615-60	20.00	EA	1.90000	\$38.00	04/08/2024
<b>Schedule Total</b>						\$38.00	
<b>Item Total for Line 6</b>						\$38.00	
7-1	Pilot FriXion Light Erasable Highlighters, Chisel Tip, Assorted Ink, 3/Pack (46507)	620-80	10.00	PKG	1.91000	\$19.10	04/08/2024
<b>Schedule Total</b>						\$19.10	
<b>Item Total for Line 7</b>						\$19.10	
8-1	Pentel Sharp Kerry Mechanical Pencil, 0.5mm, 2 Medium Lead (PENP1035A)	620-60	4.00	EA	13.40000	\$53.60	04/08/2024
<b>Schedule Total</b>						\$53.60	
<b>Item Total for Line 8</b>						\$53.60	
9-1	Staples174; Notepads, 11" x 17", Graph Ruled, White, 50 Sheets/Pad (ST57336)	785-73	8.00	EA	4.19000	\$33.52	04/08/2024

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<b>Schedule Total</b>						\$33.52	
<b>Item Total for Line 9</b>						\$33.52	
<b>Total PO Amount</b>						\$187.92	

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.

<b>Authorized By</b> <i>Marissa Olvera CTED</i>	<b>04/05/2024</b>
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