

# Health and Human Services Commission

## 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-4-0000343262</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> 04/10/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1725 - Houston:1320 E 40th St HEALTH & HUMAN SERVICES COMMISSION 1320 E 40th St PO Box 16017 Houston TX 77022 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-HHSC Financial Service  
HEALTH & HUMAN SERVICES COMMISSION  
5425 Polk St  
PO Box 16017  
Ste 220  
Houston TX 77023  
United States

**Fax:** 713/767-2488  
**Email:** Reg\_06\_Regional\_Budget\_PRF@hhsc.state.tx

**Exempt Reason:** N/A

**Purchaser:** Reyes,Jeffrey Alexander

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:**  
Patricia Basquez  
patricia.basquez02@hhs.texas.gov  
+1 (713) 696-8020

**HHSC BUYER:**  
Jeffrey Reyes CTCD, CTCM  
Jeffrey.reyes@hhs.texas.gov

**VENDOR:**  
VID: 10433908166  
Contractor: Staples Contract Commercial, LLC  
Contact Name: Yorka Valasco-Caballero  
Email: yorka.velasco-caballero@staples.com  
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  
Smartbuy PO:24154590

**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 265753

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**Exempt Reason:** N/A


**Purchaser:** Reyes, Jeffrey Alexander

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	TRU RED8482; Notepads, 8.5" x 11.75", Wide Ruled, Canary, 50 Sheets/Pad, 12 Pads/Pack (TR57366), Commodity Code: 61560, Supplier Part Number: 24419913, Manufacturer Part #: 24419913-1855753	615-60	288.00	PCK	14.29000	\$4,115.52	04/10/2024
<b>Schedule Total</b>						\$4,115.52	
<b>Item Total for Line 1</b>						\$4,115.52	
<b>Total PO Amount</b>						\$4,115.52	

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> 	<b>04/10/2024</b>
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