

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-4-0000343404
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 04/30/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 1907 - Harlingen:601 W Sesame Dr DEPARTMENT OF STATE HEALTH SERVICES 601 W Sesame Dr Harlingen TX 78550 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 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:

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: 7 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:
BELINDA A. GARZA
BELINDAA.GARZA@DSHS.TEXAS.GOV
956-421-5501

CONTACT:
FERNANDO CASTILLO
FERNANDO.CASTILLO@DSHS.TEXAS.GOV
956-421-5512

Ship To: 601 W SESAME DRIVE
HARLINGEN, TX 78550

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: SP/E
Not to Exceed \$10,000.00

REQUIREMENTS/LIMITATIONS:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2024 funding.

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Invoice per 34 TAC §20.487, amended effective May 1, 2022.

Requisition #0000265693

1-1	Zebra Pen stainless Steel Ballpoint Pens, Medium 0.7mm Black pack of 12	620-80	1.00	PKG	23.69000	\$23.69	05/07/2024
Schedule Total						\$23.69	
Item Total for Line 1						\$23.69	
2-1	Zebra Pen Stainless Steel Ballpoint pens medium point 0.7 black	620-80	2.00	PKG	23.69000	\$47.38	05/07/2024
Schedule Total						\$47.38	
Item Total for Line 2						\$47.38	
3-1	Zebra Pen F-301 Stainless Steel ball point 0.7mm pen point size refillable retractable BLUE	620-80	2.00	PKG	26.49000	\$52.98	05/07/2024
Schedule Total						\$52.98	
Item Total for Line 3						\$52.98	
4-1	Sharp EL -1197PIII Desktop Printing Calculator	600-02	1.00	EA	94.99000	\$94.99	05/07/2024
Schedule Total						\$94.99	
Item Total for Line 4						\$94.99	
5-1	DURACELL Coppertop AA Alkaline Batteries pack of 24	998-15	1.00	PKG	20.99000	\$20.99	05/07/2024

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Schedule Total							\$20.99
Item Total for Line 5							\$20.99
Total PO Amount							\$240.03

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
Marissa Olvera CTCD
04/30/2024