

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-2-0000282105
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 02/24/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 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 - DADS
HEALTH & HUMAN SERVICES COMMISSION
424 Mesquite Dr
PO Box 1132
Mexia TX 76667
United States

Fax: 254/562-1894
Email: 718Accounting@hhs.texas.gov

Purchaser: Houston, Mary K 512/406-2467

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

Requisition #:0000183318

INVOICING - See above for Bill to Information

See above for SHIP TO ADDRESS ON PO

Agency Delivery Contact:
Name: Toni M Booker
Phone #: 903-683-7571
Email: toni.booker@hhs.texas.gov

Purchaser Information:
Name: Mary Houston
Phone #: 512-406-2467
Email Address: mary.houston@hhs.texas.gov

VENDOR INFORMATION:
Vendor Name: Staples Contract Commercial, LLC.
Contact: Jonathan McEwen
Phone #: 210-253-7267
Email: jonathan.mcewen@staples.com

Quote #:

Freight Terms are FOB Destination Prepaid and Allowed/Add
Terms: Net 30

TxSmartBuy PO#: 22070425

TXMAS CONTRACT
Contract #: TXMAS-20-7502

PROCUREMENT METHODES WERE EVALUATED AND THE BEST VALUE IS PROVIDED BY USING THE TXMAS CONTRACT.

1-1	Goods - Lee Tippi Grips Assorted Colors 10/Pack (61410)	605-46	3.00	PCK	3.93000	\$11.79	02/24/2022
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Schedule Total							\$11.79
Item Total for Line 1							\$11.79
2-1	Goods - Avery Big Tab Insertable 8 Tab Dividers Multicolor Set (23284)	615-39	20.00	SET	1.00000	\$20.00	02/24/2022
Schedule Total							\$20.00
Item Total for Line 2							\$20.00
3-1	Goods - Avery Big Tab Insertable Plastic Dividers With Pockets Multicolor Tabs (11903)	615-39	15.00	SET	1.95000	\$29.25	02/24/2022
Schedule Total							\$29.25
Item Total for Line 3							\$29.25
4-1	Goods - Avery Secure Top Heavy Weight Sheet Protectors 8.5 X 11 Diamond Clear 25/Pack (76000)	615-86	5.00	PCK	5.24000	\$26.20	02/24/2022
Schedule Total							\$26.20
Item Total for Line 4							\$26.20
Total PO Amount							\$87.24

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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

Mary Houston

02/24/2022