

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-2-0000280340
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 01/25/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 0161 - Austin:4616 W Howard Ln HEALTH & HUMAN SERVICES COMMISSION 4616 W Howard Ln Ste 1-120 Austin TX 78728 United States

Vendor: 1592663954 1
OFFICE DEPOT INC
PO BOX 660113
DALLAS TX 752660113
United States

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Andrews, Kimberly 972/337-6254

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY22
NIGP:665-35 665-42

Regional Director Sandra Dillett requesting Items needed for office business needs.
Agency contact:
Teresa Stroger
teresa.stroger01@hhs.texas.gov

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

FREIGHT: F.O.B Destination Freight Prepaid Allowed

DELIVERY: 3-5 days After Receipt of PO

HHSC BUYER:
Kimberly Andrews, CTCD
Purchaser IV-Admin.Goods Team
Procurement and Contracting Services (PCS)
801 S Hwy 161 Suite 620, Office F
Grand Prairie, Texas 75051
Teleworking-please call thru Microsoft
Office: 972-337-6254
Kimberly.Andrews@hhs.texas.gov

VENDOR:
Office Depot, LLC
15926639541
9501 Amberglen Blvd., Suite 200
Austin, TX 78729
(713) 878-2158

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.

Requisition #0000181299

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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 2
			Ship To: 0161 - Austin:4616 W Howard Ln HEALTH & HUMAN SERVICES COMMISSION 4616 W Howard Ln Ste 1-120 Austin TX 78728 United States

Vendor: 1592663954 1
OFFICE DEPOT INC
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HEALTH & HUMAN SERVICES COMMISSION
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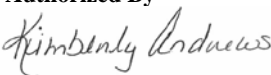
Purchaser: Andrews, Kimberly 972/337-6254

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Scotch® TL901X-20 Thermal Laminator Combo Pack, 9" Width, Silver Item #148614Manufacturer #TL901C-20	665-38	1.00	EA	74.49000	\$74.49	01/28/2022
Schedule Total						\$74.49	
Item Total for Line 1						\$74.49	
2-1	Office Depot® Brand Laminating Pouches, Letter Size, 5 Mil, Clear, Pack Of 50 Item #149789Manufacturer #WZ007	665-42	10.00	EA	18.57000	\$185.70	01/28/2022
Schedule Total						\$185.70	
Item Total for Line 2						\$185.70	
Total PO Amount						\$260.19	

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 	01/26/2022
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