

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-3-0000305108
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 11/16/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 5030 - Terrell:1200 E Brin HEALTH & HUMAN SERVICES COMMISSION 1200 E Brin PO Box 70 Terrell TX 75160 United States

Vendor: 1862161688 9
ODP BUSINESS SOLUTIONS LLC
PO BOX 660113
DALLAS TX 75266-0113
United States

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@dshs.texas.gov

Purchaser: Chavez,Rafael

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 NIGP 25
FREIGHT: F.O.B Destination Freight Prepaid and Allowed
DELIVERY: 3-5 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 when the Warehouse is closed.

Please call Agency Delivery Contact to schedule delivery 24 hours prior to arrival.

**VENDORS SEND INVOICES VIA EMAIL TO: dshs.tshbusinessoffice@dshs.texas.gov

AGENCY DELIVERY CONTACT:
Stephany VanBolden
972-551-8563
stephany.vanbolden@hhs.texas.gov

BUILDING: Warehouse
Kelsey Mitchell
972-551-8288
KelseyL.Mitchell@hhs.texas.gov

HHSC BUYER:
Steven Chavez, CTCD, CTCM
512-712-5002
Rafael.chavez@hhs.texas.gov

VENDOR:
Lisa Patton
713-878-2158
stateoftexas@officedepot.com

Alternate contact:
Lori Pickering
469-406-5077

OMNIA GPO and HHSC Contract # HHS000840200001

OMNIA GPO and HHSC Contract # 46319643
OMNIA GPO and Office Depot Contract # R190303

Valid FY23

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			Ship To: 5030 - Terrell:1200 E Brin HEALTH & HUMAN SERVICES COMMISSION 1200 E Brin PO Box 70 Terrell TX 75160 United States

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PURCHASING METHOD: EX-0
Purchase made under the Authority of Texas Government Code 2155.1441 for Health Care Purchasing including group purchasing programs.
Requisition # 0000209046

1-1	FY23 / GOODS / Avery TrueBlock Shipping Labels, 2" x 4", Pack of 1000 (8463)	395-25	6.00	PKG	40.79000	\$244.74	11/23/2022
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Schedule Total	\$244.74
Item Total for Line 1	\$244.74
Total PO Amount	\$244.74

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

Steven Chavez
CTCD, CTOM

11/16/2022

