

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-3-0000309696
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 02/07/23
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: Mills,George M

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: 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. Please call facility 24hrs before delivery.
NO DELIVERIES BETWEEN 12:00-1:00PM

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AGENCY CONTACT:
SME Agency Contact: KELSEY MITCHELL
SME Agency Contact: 972-551-8288
SME Agency Email: KelseyL.Mitchell@hhs.texas.gov

Contract Manager: Stephany VanBolden
Contract Manager Phone: 972-551-8563
Contract Manager Email: stephany.vanbolden@hhs.texas.gov

AP Email: DSHS.TSHBUSINESSOFFICE@DSHS.TEXAS.GOV

Ship to Attn: Contact: KELSEY MITCHELL
Phone: 972-551-8288
Email: KelseyL.Mitchell@hhs.texas.gov

Building and Room number
Warehouse Bldg.
HEALTH HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Warehouse deliver to Delivery Contact:

HHSC BUYER:
George Mills CTCD
512-406-2651
george.mills@hhs.texas.gov

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VENDOR:
ODP Business Solutions, LLC
Contact Name: Richard Merten
Email: richard.merten@odpbusiness.com
Phone: (832) 477-6118
Alternate Contact Name: Lori Pickering
Alternate Phone: (469) 406-507
PURCHASING METHOD: CP/X
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-20-7501
Term: Start Date 12/16/2019 End Date 03/31/2023
Smartbuy PO: 23085871

REQUIREMENTS/LIMITATIONS:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

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

Requisition 0000217978

Please follow the Texas Comptrollers Invoicing standards as seen below.
Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.
(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.
The invoice should include, but is not limited to including:
(1) the contractors mailing and e-mail (if applicable) address;
(2) the contractors telephone number;
(3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
(4) the state agencys name, agency number, delivery address;
(5) the state agencys purchase order number, if applicable;
(6) the contract number or other reference number, if applicable;
(7) a valid Texas identification number (TIN) issued by the Comptroller;
(8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
(9) unit numbers corresponding to the amount of the invoice;
(10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
(11) other relevant information supporting and explaining the payment requested

1-1	Hammermill Great White Copy Paper, Legal Size Paper, 20 Lb., 30% Recycled, 500 Sheets Per Ream, Case Of 10	645-33	22.00	C10	55.02000	\$1,210.44	02/10/2023
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Purchaser: Mills, George M

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	Reams\SUPP. PART #167046\NGIP CODE 64533						
					Schedule Total	\$1,210.44	
					Item Total for Line 1	\$1,210.44	
2-1	Brenton Studio Metro Mesh Magazine File Black\SUPP. PART #346452\NGIP CODE61533	615-33	1.00	EA	13.67000	\$13.67	02/10/2023
					Schedule Total	\$13.67	
					Item Total for Line 2	\$13.67	
3-1	ODB STICKY NOTES, WITH STORAGE TRAY\SUPP. PART #9838012\NGIP CODE 61562	615-62	8.00	EA	10.20000	\$81.60	02/10/2023
					Schedule Total	\$81.60	
					Item Total for Line 3	\$81.60	
4-1	SPARCO SIZE 5 BUBBLE CUSHIONED MAILERS BUBBLE #5- SUPPL. PART#119357 - NGIP CODE #31067	310-67	2.00	CTN	47.00000	\$94.00	02/10/2023
					Schedule Total	\$94.00	
					Item Total for Line 4	\$94.00	
5-1	/ Wausau Exact 30% Recycled Heavyweight Index Card Stock, 8 1/2in x 11in, 90 Lb., White, Pack Of 250 Sheets\SUPP. PART #240556\NGIP CODE 64531	645-31	40.00	PKG	6.33000	\$253.20	02/10/2023

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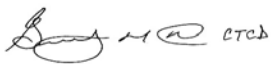
Purchaser: Mills, George M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Schedule Total						\$253.20	
Item Total for Line 5						\$253.20	
Total PO Amount						\$1,652.91	

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 	02/07/2023
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