

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms See Detail Below	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309901
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 02/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 2/24/2023
			Page 1
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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

Purchaser: Manor,Darryl Dwayne 512/406-2475

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

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:
Kenn Purcell
Phone: (512) 706-7207
E-Mail: Kenn.Purcell@dshs.texas.gov

HHSC BUYER:
Darryl Manor, Purchaser CTCD
Temp Cell: 512-853-0576 Phone: (512) 406-2475
E-Mail Address: darryl.manor@hhs.texas.gov

VENDOR:
ODP Business Solutions LLC
Contact Name: Lisa Patton
Email: lisa.patton@officedepot.com
Phone: c: 713-878-2158
*****Email: stateoftexas@officedepot.com

PURCHASING METHOD: SP/E

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: 0000216584

1-1	Kleenex® Anti-Viral 3-Ply Facial Tissues, White, 55 Tissues Per Box, Pack Of 4 Boxes Item #9148287	615-60	1.00	BX	10.39000	\$10.39	03/10/2023
-----	--	--------	------	----	----------	---------	------------

Schedule Total \$10.39

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms See Detail Below	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309901
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 02/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 2/24/2023
			Page 2
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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

Purchaser: Manor, Darryl Dwayne 512/406-2475

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

Kleenex Anti-Viral 3-Ply Facial Tissues, White, 55 Tissues Per Box, Pack Of 4 Boxes
Item #9148287. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities

Item Total for Line 1 \$10.39

2-1	Sharpie® Metallic Permanent Markers, Fine Point, Assorted Ink Colors, Pack Of 6 Item # 4607177	615-60	2.00	P06	15.79000	\$31.58	03/10/2023
-----	--	--------	------	-----	----------	---------	------------

Schedule Total \$31.58

Sharpie Metallic Permanent Markers, Fine Point, Assorted Ink Colors, Pack Of 6 Item # 4607177, Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities

Item Total for Line 2 \$31.58

3-1	Deflect-O® Double-Sided Sign Stand, 56"H x 12 9/10"W x 12 9/10"D, Black Item # 205494	615-60	1.00	EA	131.99000	\$131.99	03/10/2023
-----	---	--------	------	----	-----------	----------	------------

Schedule Total \$131.99

Deflect-O Double-Sided Sign Stand, 56"H x 12 9/10"W x 12 9/10"D, Black Item # 205494. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities

Item Total for Line 3 \$131.99

4-1	JAM Paper® Rubber Bands, Size 33, Red, Bag Of 100 Rubber Bands Item # 8227937	615-60	1.00	BAG	13.49000	\$13.49	03/10/2023
-----	---	--------	------	-----	----------	---------	------------

Schedule Total \$13.49

JAM Paper Rubber Bands, Size 33, Red, Bag Of 100 Rubber Bands Item # 8227937. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities.

Item Total for Line 4 \$13.49

5-1	Sharpie® Permanent Fine-Point Markers, Green, Pack Of 12 Item # 742347	615-60	1.00	P12	14.99000	\$14.99	03/10/2023
-----	--	--------	------	-----	----------	---------	------------

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms See Detail Below	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309901
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 02/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 2/24/2023
			Page 3
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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

Purchaser: Manor,Darryl Dwayne 512/406-2475

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Schedule Total						\$14.99	
Sharpie Permanent Fine-Point Markers, Green, Pack Of 12, Item # 742347. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities							
Item Total for Line 5						\$14.99	
6-1	Office Depot® Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100 Folders Item # 810838	615-60	1.00	PCK	12.50000	\$12.50	03/10/2023
Schedule Total						\$12.50	
Office Depot Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100 Folders. Item # 810838. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities							
Item Total for Line 6						\$12.50	
7-1	Office Depot® Brand Pressboard Classification Folders With Fasteners, 2 Dividers, Letter Size (8-1/2" x 11"), 2" Expansion, 100% Recycled, Red, Box Of 10 Item # 544297	615-60	1.00	B10	63.59000	\$63.59	03/10/2023
Schedule Total						\$63.59	
Office Depot Brand Pressboard Classification Folders With Fasteners, 2 Dividers, Letter Size (8-1/2" x 11"), 2" Expansion, 100% Recycled, Red, Box Of 10. Item # 544297. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities							
Item Total for Line 7						\$63.59	
8-1	TREND superShapes Sticker Pack, Gold Sparkle Stars, Pack Of 400 Item # 1215127	615-60	1.00	PCK	2.37000	\$2.37	03/10/2023
Schedule Total						\$2.37	
TREND superShapes Sticker Pack, Gold Sparkle Stars, Pack Of 400. Item # 1215127. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities							
Item Total for Line 8						\$2.37	

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms See Detail Below	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309901
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 02/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 2/24/2023
			Page 4
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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

Purchaser: Manor, Darryl Dwayne 512/406-2475

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
9-1	TREND Emoji Cheer superSpots@ Stickers, 1/2", Multicolor, Pack Of 800 Item # 363668	615-60	1.00	PCK	3.39000	\$3.39	03/10/2023
Schedule Total						<u>\$3.39</u>	
Item Total for Line 9						<u>\$3.39</u>	
TREND Emoji Cheer superSpots Stickers, 1/2", Multicolor, Pack Of 800. Item # 363668.							
10-1	Post-it@ Printed Flags, "Initial Here", 1" x 1-11/16", Bright Blue, 50 Flags Per Pad, Pack Of 2 Pads Item # 577078	615-60	1.00	PAD	7.59000	\$7.59	03/10/2023
Schedule Total						<u>\$7.59</u>	
Item Total for Line 10						<u>\$7.59</u>	
Post-it Printed Flags, "Initial Here", 1" x 1-11/16", Bright Blue, 50 Flags Per Pad, Pack Of 2 Pads. Item # 577078. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities							
11-1	Post-it@ Printed Flags, "Initial Here", 1" x 1-11/16", Bright Blue, 50 Flags Per Pad, Pack Of 2 Pads Item # 577078	615-60	1.00	PAD	7.59000	\$7.59	02/22/2023
Schedule Total						<u>\$7.59</u>	
Item Total for Line 11						<u>\$7.59</u>	
Post-it Printed Flags, "Initial Here", 1" x 1-11/16", Bright Blue, 50 Flags Per Pad, Pack Of 2 Pads. Item # 577078. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities							
12-1	Clorox@ Disinfecting Wipes Value Pack, Bleach Free Cleaning Wipes - 35 Count Each (Pack of 3) Item # 149452	615-60	1.00	PCK	9.99000	\$9.99	02/22/2023
Schedule Total						<u>\$9.99</u>	

Clorox Disinfecting Wipes Value Pack, Bleach Free Cleaning Wipes - 35 Count Each (Pack of 3). Item # 149452. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms See Detail Below	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309901
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 02/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 2/24/2023
			Page 5
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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

Purchaser: Manor, Darryl Dwayne 512/406-2475

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Item Total for Line 12						\$9.99	
13-1	Dust Off Antistatic Monitor Wipes, Pack Of 80 Item # 527538	615-60	1.00	EA	10.99000	\$10.99	02/22/2023
Schedule Total						\$10.99	
Dust Off Antistatic Monitor Wipes, Pack Of 80. Item # 527538. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities							
Item Total for Line 13						\$10.99	
14-1	Avery® Ready Index® 1-15 Tab Binder Dividers With Customizable Table Of Contents, 8-1/2" x 11", 15 Tab, White/Multicolor, Pack Of 6 Sets Item # 594712	615-60	5.00	P06	38.49000	\$192.45	02/22/2023
Schedule Total						\$192.45	
Avery Ready Index 1-15 Tab Binder Dividers With Customizable Table Of Contents, 8-1/2" x 11", 15 Tab, White/Multicolor, Pack Of 6 Sets. Item # 594712. Respectfully request approval to order supplies in order to continue to support office operations. Items required for CFO Office projects, daily responsibilities							
Item Total for Line 14						\$192.45	
Total PO Amount						\$512.90	

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

Dani Man CTP

02/24/2023