

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-3-0000310515
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 02/21/23
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: 1862161688 9
ODP BUSINESS SOLUTIONS LLC
PO BOX 660113
DALLAS TX 75266-0113
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: Omisore,Oluwaseyi Samue 512/776-4242

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.

VENDORS SEND INVOICES VIA EMAIL TO: 718Accounting@hhs.texas.gov

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 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

AGENCY CONTACT:
Danielle Todd
903-683-7435 Danielle.Todd@hhs.texas.gov

Ship to Attn: Danielle Todd
Please deliver to Central Supply, Bld. #515, Room #316

HHSC BUYER:
Oluwaseyi Omisore, CTCD, CTCM
512-776-4242 Oluwaseyi.Omisore@hhs.texas.gov

VENDOR: ODP Business Solutions
LORI PICKERING
512.765.7540 StateofTexas@officedepot.com
Lori.Pickering@odpbusiness.com

QUOTE: Price from vendor

PURCHASING METHOD: CP/X

Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-20-7501

Term

Smartbuy PO: 23111624

REQUIREMENTS/LIMITATIONS:

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

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Invoice per 34 TAC \$20.487, amended effective May 1, 2022

Requisition 0000218162

1-1	Pens - #288517 - Zebra Z-Grip Retractable Ballpoint Pens, Medium Point, 1.0 mm, Clear Barrel, Black Ink, 12/pkg	620-81	10.00	DOZ	2.56000	\$25.60	03/06/2023
Schedule Total						\$25.60	
Item Total for Line 1						\$25.60	
2-1	Adhesive Putty - #584296 -Scotch Adhesive Putty, Tape Style, 2 oz	615-05	6.00	EA	1.01000	\$6.06	03/06/2023
Schedule Total						\$6.06	
Item Total for Line 2						\$6.06	
3-1	Pens - #112266 - BIC Round Stic Grip Xtra Comfort Ballpoint Pens, Medium Point, 1.2 mm, Gray Barrel, Blue Ink, 12/pkg	620-81	1.00	DOZ	1.60000	\$1.60	03/06/2023
Schedule Total						\$1.60	
Item Total for Line 3						\$1.60	
4-1	Pens - #199560 - BIC Round Stic Grip Xtra Comfort Ballpoint Pens, Medium Point, 1.2mm, Gray Barrel, Purple Ink, 12/pkg	620-81	1.00	DOZ	1.60000	\$1.60	03/06/2023
Schedule Total						\$1.60	

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Item Total for Line 4						\$1.60	
5-1	FORAY Magnetic Dry-Erase Boards With Aluminum Frame, 24in x 36in, White Board, Silver Frame, Supplier Part Number: 951837	785-15	1.00	EA	57.78000	\$57.78	03/06/2023
Schedule Total						\$57.78	
Item Total for Line 5						\$57.78	
6-1	Eraser - #307512 - EXPO Dry Erase Soft Pyle Eraser	785-57	2.00	EA	2.18000	\$4.36	03/06/2023
Schedule Total						\$4.36	
Item Total for Line 6						\$4.36	
7-1	Marker - #1390240 - Sharpie Permanent Fine-Point Markers, Black, Pkg of 36	620-90	1.00	PKG	20.69000	\$20.69	03/06/2023
Schedule Total						\$20.69	
Item Total for Line 7						\$20.69	
8-1	Marker - #574382 - BIC Intensity Marker Pen, Ultra Fine Point, Black Barrel, Black Ink, pkg of 12	620-90	1.00	DOZ	8.78000	\$8.78	03/06/2023
Schedule Total						\$8.78	
Item Total for Line 8						\$8.78	
Total PO Amount						\$126.47	

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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

Oluwaseyi Omisore CTCD CTCM

02/27/2023