

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000311084</b>
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.			<b>Date</b> 03/01/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 5998 - Richmond:2100 Preston HEALTH & HUMAN SERVICES COMMISSION 2100 Preston Richmond TX 77469 United States
			<b>Page</b> 1

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

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
4001 Highway 36 South  
Brenham TX 77833  
United States

**Fax:** 979/277-1865  
**Email:** 712Accounting@hhs.texas.gov

**Purchaser:** Breest, Maria Ana

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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CP/X - TXMAS Contract 645/21  
Note: Post Award to ESD if over \$25,000  
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.  
FREIGHT: F.O.B. Destination Freight Prepaid Allowed  
DELIVERY: X 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  
\*\*\*VENDORS SEND INVOICES VIA EMAIL TO: 712Accounting@hhs.texas.gov\*\*\*

Warehouse:  
BLDG/FLOOR/CUBICLE: BUILDING: ADMINISTRATION 501/RM 108

AGENCY CONTACT:  
Diana Dockal  
512-776-7675  
diana.dockal@hhs.texas.gov

HHSCBUYER:  
Ana Breest, CTCD, CTCM  
512-406-2679  
Ana.breest@hhs.texas.gov

VENDOR:  
ODP Business Solutions, LLC  
Richard Merten  
(832) 477-6118  
richard.merten@odpbusiness.com  
QUOTE#X  
PURCHASING METHOD: CP/X  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.  
Txmas Contract: TXMAS-20-7501  
Term:12.16.19/3.31.23  
Smartbuy PO:23112125  
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:219061  
Smartbuy

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1-1	SWINGLINE RUBBER FINGERTIPS, #12, 11/16" DIAMETER, AMBER, BOX OF 12; SUPPLIER PART # 964486; MFG# 54032; SMARTBUY	605-46	2.00	BOX	2.07000	\$4.14	03/10/2023
<b>Schedule Total</b>						\$4.14	
<b>Item Total for Line 1</b>						\$4.14	
2-1	SHARPIE SUPER PERMANENT MARKER, FINE POINT, RED INK; SUPPLIER PART # 246142; MFG# SAN33002; SMARTBUY	785-30	1.00	DOZ	18.94000	\$18.94	03/10/2023
<b>Schedule Total</b>						\$18.94	
<b>Item Total for Line 2</b>						\$18.94	
3-1	PAPER MATE PEAR ERASERS, MEDIUM, BOX OF 24; SUPPLIER PART # 986893; MFG#70520; SMARTBUY	620-20	1.00	BOX	6.86000	\$6.86	03/10/2023
<b>Schedule Total</b>						\$6.86	
<b>Item Total for Line 3</b>						\$6.86	
4-1	BRENTON STUDIO 30% DESKTOP FILE ORGANIZER 10 3/4"h X 13 1/4"W X 8.5" D; BLACK; SUPPLIER PART # 380100; MFG# 10413; SMARTBUY	615-33	2.00	EA	12.68000	\$25.36	03/10/2023
<b>Schedule Total</b>						\$25.36	
<b>Item Total for Line 4</b>						\$25.36	

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**Total PO Amount** \$55.30

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**

*MBreest CTCD, CTOM*

**03/01/2023**