

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-3-0000311450
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 03/07/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 5059 - Kerrville:721 Thompson Dr HEALTH & HUMAN SERVICES COMMISSION 721 Thompson Dr Kerrville TX 78028 United States

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

Bill To: Invoice-DSHS Accounts Payable
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

Purchaser: Connell,Ron Lee

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 General Goods

Spot Purchase Open Market
SP/E

Requisition #: HHSTX-3-0000219986

Requester: H. Lee Clancy
Phone #: 830-258-5211
Email: H.Clancy@hhs.texas.gov

SHIP TO ATTN: H. Lee Clancy, 830-258-5211, H.Clancy@hhs.texas.gov

Purchaser Name: Ron Connell
Phone #: 512-406-2666
Email: ron.connell@hhs.texas.gov

Vendor Name: ODP Business Solutions
Contact: Customer Service
Phone #: (512) 422-7329
Email: StateofTexas@OfficeDepot.com

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Omnia and Office Depot Contract Number # R190303
Omnia Office Depot HHS Account Number # 46319643

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

1-1	U Brands® Sphere Push Pins, Black, White and Gold, 200-Count (3084U06-24) - 0.44" Shank - 0.38" Head - 0.4"	615-84	1.00	BX	12.99000	\$12.99	03/14/2023
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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Length x 0.4" Width - 200 / Pack - Assorted - Steel, Plastic, Plastic Item #9558862						
					Schedule Total	\$12.99	
					Item Total for Line 1	\$12.99	
2-1	Fellowes® Gel Crystals Wrist Rest, 1"H x 19.31"W x 2.31"D, Blue Item #277332	615-60	1.00	EA	14.53000	\$14.53	03/14/2023
					Schedule Total	\$14.53	
					Item Total for Line 2	\$14.53	
3-1	Fellowes® Gel Crystals Wrist Rest, 1"H x 19.31"W x 2.31"D, Blue Item #277332	615-60	1.00	EA	14.53000	\$14.53	03/14/2023
					Schedule Total	\$14.53	
					Item Total for Line 3	\$14.53	
4-1	Allsop® Memory Foam Wrist Rest, Black Item #508869	615-60	1.00	EA	11.92000	\$11.92	03/14/2023
					Schedule Total	\$11.92	
					Item Total for Line 4	\$11.92	
5-1	Adesso Memory Foam Mouse Pad with Wrist Rest - 0.90" x 9.70" x 7.70" Dimension - Black - Memory Foam, Polyurethane, Fiber, Rubber - Anti-slip Item #8640696	615-60	1.00	EA	12.95000	\$12.95	03/14/2023
					Schedule Total	\$12.95	
					Item Total for Line 5	\$12.95	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
6-1	Oxford Linen-finish Certificate Holders - Letter - 8 1/2" x 11" Sheet Size - Linen - Black - 5 / Pack Item #106448	615-60	10.00	B05	16.99000	\$169.90	03/14/2023
Schedule Total						\$169.90	
Item Total for Line 6						\$169.90	
Total PO Amount						\$236.82	

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



03/07/2023