

# 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-3-0000311526</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> 03/07/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1738 - Houston:5425 Polk St HEALTH & HUMAN SERVICES COMMISSION 5425 Polk St PO Box 16017 Ste 210 Houston TX 77023 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-HHSC Financial Service  
HEALTH & HUMAN SERVICES COMMISSION  
5425 Polk St  
PO Box 16017  
Ste 220  
Houston TX 77023  
United States

**Fax:** 713/767-2488  
**Email:** Reg\_06\_Regional\_Budget\_PRF@hhsc.state.tx

**Purchaser:** Mcurtray,Nicole

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: 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:  
Carol Falls  
(713) 767-2290  
carol.falls@hhs.texas.gov

Purchaser Information:  
Nikki McMurtray  
512-776-6190  
Nikki.McMurtray@hhs.texas.gov

VID: 18621616889  
Contractor: 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) 406-5077

PURCHASING METHOD: CP/X

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

TxSmartbuy PO: 23113238

TXMAS Contract #: TXMAS-20-7501  
Contract Start: 12/16/2019  
Ends:3/31/2023

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, effective May 1, 2022

Requisition: 216985

1-1	ACCO Premium Prong Fastener for Standard 2-Hole Punch Supplier Part Number: 640746	615-71	40.00	EA	8.45000	\$338.00	03/14/2023
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**Schedule Total**                     \$338.00

**Item Total for Line 1**                     \$338.00

2-1	OIC Fasteners, Complete Sets, 2 3/4in CC, 3 1/2in Capacity, Of 50 Supplier Part Number: 936559	615-71	30.00	EA	17.65000	\$529.50	03/14/2023
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**Schedule Total**                     \$529.50

**Item Total for Line 2**                     \$529.50

**Total PO Amount**                     \$867.50

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.

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**Authorized By**

*Miki M. Murray, CEO, CCM*

**03/07/2023**