

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-3-0000311657
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 03/09/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 0011 - Abilene:4601 S 1st St HEALTH & HUMAN SERVICES COMMISSION 4601 S 1st St PO Box 521 Abilene TX 79605 United States
			Page 1

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

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhs.state.tx.us

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-3-0000220679

Requester: Sherri Martinez
Phone #: 512-663-7095
Email: Sherri.Martinez@hhs.texas.gov

SHIP TO ATTN: Debra Young, +1 (325) 795-5704, Debra.Young@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	FIRST AID ONLY OSHA COMPLIANT BULK 25-PERSON	345-32	1.00 EA	25.21000	\$25.21	03/16/2023
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	FIRST AID KIT						
					Schedule Total	\$25.21	
					Item Total for Line 1	\$25.21	
2-1	WESTCOTT® CARBOTITANIUM GUILLOTINE HEAVY-DUTY TRIMMER, 12", WHITE/GREEN	605-55	1.00	EA	60.55000	\$60.55	03/16/2023
					Schedule Total	\$60.55	
					Item Total for Line 2	\$60.55	
3-1	KLEENEX® PROFESSIONAL 2-PLY UPRIGHT BOX TISSUE, CASE OF 36 BOXES	641-75	1.00	C36	95.10000	\$95.10	03/16/2023
					Schedule Total	\$95.10	
					Item Total for Line 3	\$95.10	
4-1	KEURIG K-ELITE SINGLE-SERVE K- CUP POD COFFEE MAKER, BRUSHED SILVER	045-20	1.00	EA	169.99000	\$169.99	03/16/2023
					Schedule Total	\$169.99	
					Item Total for Line 4	\$169.99	
5-1	TWININGS® OF LONDON PURE PEPPERMINT TEA SINGLE-SERVE K-CUP® PODS, 0.11 OZ, BOX OF 24	393-40	1.00	B24	12.28000	\$12.28	03/16/2023
					Schedule Total	\$12.28	
					Item Total for Line 5	\$12.28	

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6-1	TWININGS® OF LONDON, GREEN TEA SINGLE-SERVE K-CUP® PODS, BOX OF 24	393-40	1.00	B24	12.29000	\$12.29	03/16/2023
Schedule Total						\$12.29	
Item Total for Line 6						\$12.29	
7-1	EXECUTIVE SUITE® COFFEE SINGLE-SERVE COFFEE K-CUP® PODS, VARIETY PACK, CARTON OF 70	393-40	1.00	CTN	23.73000	\$23.73	03/16/2023
Schedule Total						\$23.73	
Item Total for Line 7						\$23.73	
8-1	CELESTIAL SEASONINGS® SINGLE-SERVE K-CUP® PODS, ORIGINAL INDIA SPICE CHAI TEA, BOX OF 24	393-40	1.00	B24	13.59000	\$13.59	03/16/2023
Schedule Total						\$13.59	
Item Total for Line 8						\$13.59	
9-1	DIXIE® COFFEE STIRRERS, BOX OF 1,000 STIRRERS	240-63	1.00	CM	3.80000	\$3.80	03/16/2023
Schedule Total						\$3.80	
Item Total for Line 9						\$3.80	
10-1	POST-IT® SUPER STICKY NOTES, 4 IN X 4 IN, ENERGY BOOST COLLECTION, LINED, PACK OF 6	615-62	4.00	P06	12.97000	\$51.88	03/16/2023

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	PADS						
					Schedule Total	\$51.88	
					Item Total for Line 10	\$51.88	
11-1	MIND READER ANCHOR TRIPLE-DRAWER COFFEE POD HOLDER, SILVER	240-93	1.00	EA	29.99000	\$29.99	03/16/2023
					Schedule Total	\$29.99	
					Item Total for Line 11	\$29.99	
12-1	CAMBRIDGE VIENNA 2023 RY WEEKLY MONTHLY PLANNER, LARGE, 8 1/2" X 11"	615-19	1.00	EA	21.59000	\$21.59	03/16/2023
					Schedule Total	\$21.59	
					Item Total for Line 12	\$21.59	
13-1	AT-A-GLANCE DAYMINDER 2023 RY BLOCK STYLE WEEKLY PLANNER, BLACK, MEDIUM, 7" X 8 3/4"	615-19	1.00	EA	23.03000	\$23.03	03/16/2023
					Schedule Total	\$23.03	
					Item Total for Line 13	\$23.03	
14-1	GREEN MOUNTAIN COFFEE® SINGLE-SERVE COFFEE K-CUP® PODS, HAZELNUT, CARTON OF 24	393-40	1.00	C24	15.60000	\$15.60	03/16/2023
					Schedule Total	\$15.60	
					Item Total for Line 14	\$15.60	

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15-1	GREEN MOUNTAIN COFFEE® SINGLE-SERVE COFFEE K-CUP® PODS, CARAMEL VANILLA CREAM, CARTON OF 24	393-40	1.00	B24	15.90000	\$15.90	03/16/2023
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Schedule Total \$15.90

Item Total for Line 15 \$15.90

Total PO Amount \$574.53

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



03/10/2023