### **Health and Human Services Commission**

#### **Purchase Order**

**Dispatch via Print Payment Terms** Freight Terms Ship Via HHSTX-3-0000312208 Net 30 Prepaid & Allow BEST WAY **Purchase Order** If advertised by informal bid, Invitation for Offer, or Request for Proposal; all Page Date Revision specifications, terms, and conditions set forth in the advertisement and vendor's 03/16/23 1 conforming responses become a part of this numbered purchase order. Contractor Ship To: 5059 - Kerrville:721 Thompson Dr guarantees goods or services delivered meet or exceed numbered purchase order HEALTH & HUMAN SERVICES COMMISSION requirements. 721 Thompson Dr All shipments, shipping papers, invoices, and correspondence must be identified Kerrville TX 78028 with our Purchase Order Number. United States Vendor: 1862161688 9 Bill To: Invoice-DSHS Accounts Payable ODP BUSINESS SOLUTIONS LLC HEALTH & HUMAN SERVICES COMMISSION PO BOX 660113 6711 S New Braunfels DALLAS TX 75266-0113 Ste 100 San Antonio TX 78223 United States United States 210/531-7883 Fax: SAHAccounting@dshs.texas.gov Email: Connell,Ron Lee **Purchaser:** UOM Line-Sch **Inventory Item ID - Line Description** Class/Item Quantity PO Price Extended Amt **Due Date** FY23 General Goods Spot Purchase Open Market SP/E Requisition #: HHSTX-3-0000221626 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

615-60

1.00 EA

# Health and Human Services Commission

### Purchase Order

**Dispatch via Print** 

Payment Te	erms Freight Terms	Shin V	/ia				Dispa	tch via Print
Net 30 If advertised	Prepaid & Allow by informal bid, Invitation for Offer, or Rea	Ship Via BEST WAY quest for Proposal; all		Pur Dat	rchase Order	Revision	HHSTX-3-0000 Revision	
specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor			03/16/23 Ship To:		5059 - Kerry	ville:721 Thompson Dr	Page 2	
guarantees goods or services delivered meet or exceed numbered purchase order requirements. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.					HEALT 721 Tho		H & HUMAN SERVICES COMMISSION mpson Dr 9 TX 78028 tates	
Vendor:	1862161688 9 ODP BUSINESS SOLUTIONS LLC PO BOX 660113 DALLAS TX 75266-0113 <b>United States</b>			Bill	То:		TX 78223	OMMISSION
					Fax: Email:	210/531-788 SAHAccoun	3 ting@dshs.texas.gov	
				Pur	chaser:	Connell,Ror	n Lee	
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM		PO Price	Extended Amt	Due Date
					Sche	dule Total	\$3.59	
					Item Total f	for Line 1	\$3.59	
2-1	EXPO® White Board Cleaner, 8 Oz. Item #204057	615-60	5.00	EA		2.86000	\$14.30	03/23/2023
					Sche	dule Total	\$14.30	
					Item Total f	for Line 2	\$14.30	
3-1	BIC® Wite Out Mini Correction Tape, White, Pack Of 12 Dispensers Item #5105428	615-29	10.00	DZ		16.30000	\$163.00	03/23/2023
					Sche	dule Total	\$163.00	
						for Line 3		
4-1	2000 PLUS® Self-Inking Stamp Refill Ink, 1 Oz, Red Item #877752	615-77	1.00	EA		5.29000	\$5.29	03/23/2023
					Sche	dule Total	\$5.29	
						for Line 4		
5-1	Chartpak® Graphic Art Tape, 1/4" x 9 Yd., Matte, Black Item #458375	615-60	1.00	ROL		7.89000	\$7.89	03/23/2023
					Sche	dule Total	\$7.89	
					Item Total f	for Line 5	\$7.89	
					Total PO	O Amount	\$194.07	
					104411		ψ174.07	

## Health and Human Services Commission

#### **Purchase Order**

Payment Te	erms Freight Terms	Ship Via				
Net 30	Prepaid & Allow	BEST WAY	Purchase Order	HHSTX-3-0000312208		
specification	by informal bid, Invitation for Offer, or Red is, terms, and conditions set forth in the adve	rtisement and vendor's	<b>Date</b> 03/16/23	Revision Page 3		
conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To: d	5059 - Kerrville:721 Thompson Dr HEALTH & HUMAN SERVICES COMMISSION 721 Thompson Dr Kerrville TX 78028 United States		
Vendor:	ndor: 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: Email:	210/531-7883 SAHAccounting@dshs.texas.gov		
1. 61			Purchaser:	Connell,Ron Lee		
Line-Sch	Inventory Item ID - Line Description	Class/Item Quantit	ty UOM	PO Price Extended Amt Due Date		

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	
Reef.	03/16/2023

**Dispatch via Print**