

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Allowed	Ship Via BEST WAY	Purchase Order HHSTX-3-0000312584
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 03/21/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 1199 - Edinburg;2412 E Richardson HEALTH & HUMAN SERVICES COMMISSION 2412 E Richardson St Edinburg TX 78539 United States

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

Bill To: Invoice-HHSC-Adult Protective
HEALTH & HUMAN SERVICES COMMISSION
2520 S Veterans Blvd
PO Box 960
Edinburg TX 78539
United States

Fax: 956/316-8355
Email: reg11purchases@hhsc.state.tx.us

Purchaser: Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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AGENCY CONTACT:
Name: Arlena Salazar
Phone: 956/614-7111
Email: arlena.salazar@hhs.texas.gov

PURCHASER:
Name: Patricia Fletcher
Phone: 512/406-2538
Email: patricia.fletcher@hhs.texas.gov

VENDOR: ODP Business
Name Richard Merten
Phone: 832/477-6118
Email: richard.merten@odpbusiness.com
Contract: 615-A1
Term 6/29/2017 - 8/31/2023 no renewals

Smart Buy PO: 23115902

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 1 2 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
REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO. FREIGHT: F.O.B. Destination Freight prepaid Allowed. Delivery hours are from 8-11:30am and 1-4:30pm M-F Except State Holidays.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

1-1	Envelopes, Clasp, 9"x12", Brown, 100/Bx, Supplier Part #330808	310-06	100.00	BX	11.77000	\$1,177.00	03/21/2023
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Schedule Total \$1,177.00
Item Total for Line 1 \$1,177.00

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
2-1	Folders, Twin Pocket Portfolio w/fasteners, Red, 10 Pack, Supplier Part #61531144607	615-31	50.00	PKG	2.48000	\$124.00	03/21/2023
Schedule Total						\$124.00	
Item Total for Line 2						\$124.00	
3-1	Glue Stick, Avery, 1.27 oz., Supplier Part #910216	615-05	50.00	EA	1.72000	\$86.00	03/21/2023
Schedule Total						\$86.00	
Item Total for Line 3						\$86.00	
4-1	Staples, Standard, 1/4" Leg, 5000/Box, Supplier Part #315236	615-81	50.00	BX	1.92000	\$96.00	03/21/2023
Schedule Total						\$96.00	
Item Total for Line 4						\$96.00	
5-1	Visitor Name Badge Label 2-11/32x3-3/8, Red 100/Pack "HELLO my name is", Supplier Part #411957	080-10	10.00	PKG	3.19000	\$31.90	03/21/2023
Schedule Total						\$31.90	
Item Total for Line 5						\$31.90	
Total PO Amount						\$1,514.90	

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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

Patricia Fletcher, CFO, CTCM

03/21/2023