

# Department of State Health Services

## 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-3-0000312810</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> 03/22/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b>  <b>Page</b> 1
			<b>Ship To:</b> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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

**Bill To:** Invoice-DSHS Fiscal Claims  
DEPARTMENT OF STATE HEALTH SERVICES  
1100 W 49th St (RBB)  
PO Box 149347  
Austin TX 78756  
United States

**Fax:** 512/458-7442  
**Email:** invoices@dshs.texas.gov

**Purchaser:** Alexander, Leslie L 512/406-2424

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

Texas Smart Buy Purchase Order #: 23121824

CP/X  
TXMAS-20-7501  
Term: 12/16/2019 thru 03/31/2023  
No Renewal Options Remain

Requisition #: 0000221873

INVOICING - See above for Bill to Information

See above for SHIP TO ADDRESS ON PO

AGENCY CONTACT:  
Name: Nissay Nassor  
Email: Nissay.Nassor@dshs.texas.gov

HHSC terms and conditions attached

Purchaser Information:  
Name: Leslie Alexander  
Phone #: 512-406-2424  
Email Address: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:  
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

Freight Terms are FOB Destination Prepaid and Allowed/Add  
Terms: Net 30

1-1	Avery Plain Tab Write-On Dividers, supplier part #: 266189, manfu part #:	615-39	2.00	BOX	22.37000	\$44.74	03/24/2023
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	11506						
					<b>Schedule Total</b>	\$44.74	
					<b>Item Total for Line 1</b>	\$44.74	
2-1	G2 Retractable Gel Ink Pens with Ink Fine, Supplier part #: 9698420, Manufacturer Part #: PIL84065	620-80	2.00	PKG	26.91000	\$53.82	03/24/2023
					<b>Schedule Total</b>	\$53.82	
					<b>Item Total for Line 2</b>	\$53.82	
3-1	Business Source Basic Round-Ring Binder, 1in Rings, Black, Supplier Part #: 6717095, Manufacturer Part #: BSN09976	615-09	50.00	EA	4.10000	\$205.00	03/24/2023
					<b>Schedule Total</b>	\$205.00	
					<b>Item Total for Line 3</b>	\$205.00	
4-1	Sharpie Permanent Markers, Chisel Tip, 8 Assorted Ink Colors, 8 Markers, Supplier Part #: 265078, Manufacturer Part #: 38250	785-30	1.00	PCK	5.46000	\$5.46	03/24/2023
					<b>Schedule Total</b>	\$5.46	
					<b>Item Total for Line 4</b>	\$5.46	
5-1	Innovative Storage Designs Desktop Organizer, 9 Compartments, Clear, Supplier Part #: 505179, Manufacturer Part #: 65309	615-33	1.00	EA	12.83000	\$12.83	03/24/2023
					<b>Schedule Total</b>	\$12.83	

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					<b>Item Total for Line 5</b>	<u>\$12.83</u>	
6-1	Fiskars Office Scissors, 8in, 2, Black, Supplier Part #: 2820705, Manufacturer Part #: 150810-1002	605-69	2.00	PCK	12.05000	\$24.10	03/24/2023
					<b>Schedule Total</b>	<u>\$24.10</u>	
					<b>Item Total for Line 6</b>	<u>\$24.10</u>	
7-1	Sharpie Accent Pocket Highlighters, Assorted, 12, Supplier Part #: 755290, Manufacturer Part #: 27145	620-90	1.00	PCK	6.05000	\$6.05	03/24/2023
					<b>Schedule Total</b>	<u>\$6.05</u>	
					<b>Item Total for Line 7</b>	<u>\$6.05</u>	
8-1	TUL Retractable Gel Pens, Medium Point, 0.7 mm, Barrel, Ink, 12 Pens, Supplier Part #: 1373923, Manufacturer Part #: OM96446	620-80	1.00	DOZ	13.98000	\$13.98	03/24/2023
					<b>Schedule Total</b>	<u>\$13.98</u>	
					<b>Item Total for Line 8</b>	<u>\$13.98</u>	
9-1	Post-it Super Sticky Easel Pads, Supplier Part Number: 810448, Manufacturer Part #: 559 VAD 4PK	785-47	1.00	PCK	83.01000	\$83.01	03/24/2023
					<b>Schedule Total</b>	<u>\$83.01</u>	
	Post-it Super Sticky Easel Pads, 25in x 30in, White, 30 Self Stick Sheets Per Pad, 4 Pads Per Pack				<b>Item Total for Line 9</b>	<u>\$83.01</u>	
10-1	Lorell Adjustable Folding Display Easel,	785-47	3.00	EA	50.03000	\$150.09	03/24/2023

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63in, Black, Supplier Part Number:  
673620, Manufacturer Part #: LLR75682

<b>Schedule Total</b>		\$150.09
<b>Item Total for Line 10</b>		\$150.09
<b>Total PO Amount</b>		\$599.08

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.

<b>Authorized By</b> 	<b>03/22/2023</b>
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