

# 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-3-0000312818</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> 03/23/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 1899 - Lubbock:6302 Iola Ave HEALTH & HUMAN SERVICES COMMISSION 6302 Iola Ave Lubbock TX 79424 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:** Mills, George M

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

TERM: September 1, 2022 through August 31, 2023

SHIPPING INSTRUCTIONS: DO NOT SHIP until notified by Agency Contact.

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

DELIVERY: 3 - 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:  
Dye, Lori D  
806-783-6474  
Lori.dye@dshs.texas.gov

Ship to Attn: Dye, Lori D  
806-783-6474

Building and Room number  
HEALTH HUMAN SERVICES COMMISSION  
6302 Iola Ave  
Lubbock TX 79424  
United States

HHSC BUYER:  
George Mills, CTCD  
512-406-2651  
George.Mills@hhs.texas.gov

VENDOR:  
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

Invoice/Payment Contact (DSHS Internal Only)  
Jennifer Davis  
Jennifer.davis@dshs.texas.gov  
806-783-6471

# 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-3-0000312818</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> 03/23/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 2
			<b>Ship To:</b> 1899 - Lubbock:6302 Iola Ave HEALTH & HUMAN SERVICES COMMISSION 6302 Iola Ave Lubbock TX 79424 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:** Mills, George M

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

Quote #

PURCHASING METHOD: CP/X  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract # TXMAS-20-7501  
Term: Start Date: 1/25/2023 End Date 3/31/2023  
Smartbuy PO # 23121956

REQUIREMENTS/LIMITATIONS:  
Quantities may be increased or decreased upon need during the term of the PO.  
The quantities shown are estimates only and do not constitute a guarantee of purchase. Any quantities not ordered and received by August 31, 2023, will be considered cancelled.

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY23 funding.

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

Requisition # 0000224017

Please follow the Texas Comptrollers Invoicing standards as seen below.  
Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.  
(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.  
The invoice should include, but is not limited to including:  
(1) the contractors mailing and e-mail (if applicable) address;  
(2) the contractors telephone number;  
(3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;  
(4) the state agency's name, agency number, delivery address;  
(5) the state agency's purchase order number, if applicable;  
(6) the contract number or other reference number, if applicable;  
(7) a valid Texas identification number (TIN) issued by the Comptroller;  
(8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;  
(9) unit numbers corresponding to the amount of the invoice;  
(10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;  
(11) other relevant information supporting and explaining the payment requested.

1-1	Sparco Pop -Up Sign Here Flags in Dispenser -Self -Stick-600 Item: 8607500 MFG:L SPR19255 Commodity	615-62	1.00	BX	46.62000	\$46.62	04/14/2023
-----	---	--------	------	----	----------	---------	------------

# 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-3-0000312818</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> 03/23/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 3
			<b>Ship To:</b> 1899 - Lubbock:6302 Iola Ave HEALTH & HUMAN SERVICES COMMISSION 6302 Iola Ave Lubbock TX 79424 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:** Mills, George M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Code: SPR19255						
					<b>Schedule Total</b>	\$46.62	
	03/23/2023 Price change from \$30.59 to \$46.62 per bx. GM						
					<b>Item Total for Line 1</b>	\$46.62	
2-1	Bdr Odp Vw 1" Prp Office Depot Brand Durable View 3-Ring Binder, 1in Round Rings, 90% Recycled Purple Sup. Part # 208702 Man. Part #82347 Commodity Code: 61509	615-09	20.00	EA	5.02000	\$100.40	04/14/2023
					<b>Schedule Total</b>	\$100.40	
					<b>Item Total for Line 2</b>	\$100.40	
3-1	Avery Hanging Poly Binder, 1in 3-Ring Hanging Binder Blue 14800) Sup. Part # 434506 Man. Part # 434506-1855753 Commodity Code 61537	615-37	20.00	EA	5.60000	\$112.00	04/14/2023
					<b>Schedule Total</b>	\$112.00	
					<b>Item Total for Line 3</b>	\$112.00	
4-1	Stapler Fullstrip Black Swingline Light Duty Stapler, Black Sup. Part #247171 Man. Part #SWI40501 Commodity Code 60588	605-88	2.00	EA	13.15000	\$26.30	04/14/2023
					<b>Schedule Total</b>	\$26.30	
					<b>Item Total for Line 4</b>	\$26.30	
5-1	ODB Tinted Ballpoint Stick Pens, Medium Point, 1.0mm, Blue Barrel, Blue Ink, Pack of 12 Item: 728982 MFR: 1303 Commodity Code: 62080	620-80	10.00	DOZ	1.82000	\$18.20	04/14/2023

# 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-3-0000312818</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> 03/23/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 4
			<b>Ship To:</b> 1899 - Lubbock:6302 Iola Ave HEALTH & HUMAN SERVICES COMMISSION 6302 Iola Ave Lubbock TX 79424 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:** Mills, George M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					<b>Schedule Total</b>	\$18.20	
					<b>Item Total for Line 5</b>	\$18.20	
6-1	ODB Tinted Ballpoint Stick Pens, Medium Point, 1.0mm, Red Barrel, Red Ink, Pack of 12 Item: 729036 MFR: 1312 Commodity Code: 62080	620-80	10.00	DZ	1.71000	\$17.10	04/14/2023
					<b>Schedule Total</b>	\$17.10	
					<b>Item Total for Line 6</b>	\$17.10	
7-1	ODB Tinted Ballpoint Stick Pens, Medium Point, 1.0mm, Black Barrel, Black Ink, Pack of 12 Item: 728919 MFR: 1301 Commodity Code: 62080	620-80	10.00	DZ	1.75000	\$17.50	04/14/2023
					<b>Schedule Total</b>	\$17.50	
					<b>Item Total for Line 7</b>	\$17.50	
8-1	Westcott Titanium Bonded Scissors, Pointed, Gray/Yellow, Pack of 2 Item: 612869 MFR: 13824 Commodity Code: 60569	605-69	1.00	PKG	7.82000	\$7.82	04/14/2023
					<b>Schedule Total</b>	\$7.82	
					<b>Item Total for Line 8</b>	\$7.82	
9-1	Post it Notes, Super Sticky Notes, 4in X 6 In, Bora Bora , Lined, 3 Pads MFG 660-3SST Supplier Part Number 195456	615-62	5.00	PKG	5.38000	\$26.90	04/14/2023
					<b>Schedule Total</b>	\$26.90	
					<b>Item Total for Line 9</b>	\$26.90	

# 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-3-0000312818</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> 03/23/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 5
			<b>Ship To:</b> 1899 - Lubbock:6302 Iola Ave HEALTH & HUMAN SERVICES COMMISSION 6302 Iola Ave Lubbock TX 79424 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:** Mills, George M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
10-1	Post it Notes, 3in X 3in, Marseille, 12 ODP Business Solution, LLC. MFG #654-AST Supplier Part Number: 322740	615-62	5.00	DZ	7.98000	\$39.90	04/14/2023

**Schedule Total**                      \$39.90

**Item Total for Line 10**                      \$39.90

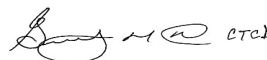
**Total PO Amount** \$412.74

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**



**03/23/2023**