

# Health and Human Services Commission

## 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-3-0000312819</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> 6079 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ave Ste 500 San Antonio TX 78223 United States
			<b>Page</b> 1

**Vendor:** 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:** 210/531-7883  
**Email:** SAHAccounting@dshs.texas.gov

**Purchaser:** Rodriguez,Linda 512/406-2533

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition # 220140

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 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

INVOICING: SAHAccounting@dshs.texas.gov

SmartBuy PO# 23121841

Agency Delivery Contact:  
Marsha Ridyolph @ 210-531-3844  
Marsha.Ridyolph@hhs.texas.gov

Purchaser Information:  
Linda Rodriguez @ 512-406-2533  
Linda.Rodriguez3@hhs.texas.gov

Vendor Information:  
ODP Business Solutions, LLC  
Richard Merten @ 832-477-6118  
richard.merten@odpbusiness.com

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

Contract #: TXMAS-20-7501 Start Date: 12/16/2019 End Date: 3/31/2023

Requirements/Limitations:  
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature.

INCLUDE P.O. NUMBER ON PACKING SLIPS, CARTONS, PACKAGES, BUNDLES, ETC.

1-1	Part # 5366 - Avery TrueBlock	615-39	2.00	BOX	27.58000	\$55.16	03/27/2023
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	Permanent Inkjet/Laser File Folder Labels						
					<b>Schedule Total</b>	\$55.16	
					<b>Item Total for Line 1</b>	\$55.16	
2-1	Part # 806671 - Quality Park Reg Business Envelopes Security #10	310-30	1.00	BOX	54.70000	\$54.70	03/27/2023
					<b>Schedule Total</b>	\$54.70	
					<b>Item Total for Line 2</b>	\$54.70	
3-1	Part # 952383 - Paper Mate Liquid Paper Correction Tape	615-29	2.00	P10	15.94000	\$31.88	03/27/2023
					<b>Schedule Total</b>	\$31.88	
					<b>Item Total for Line 3</b>	\$31.88	
4-1	Part # 954272 - Elmer's School Glue Sticks 30/pack	050-43	1.00	PKG	38.74000	\$38.74	03/27/2023
					<b>Schedule Total</b>	\$38.74	
					<b>Item Total for Line 4</b>	\$38.74	
<b>Total PO Amount</b>						\$180.48	

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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**

*Linda Rodriguez, CTCS, CTCM*

**03/23/2023**