

# 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-3-0000313005</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> 03/24/23
<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> 1902 - Temple:2408 S 37th St DEPARTMENT OF STATE HEALTH SERVICES 2408 S 37th St Temple TX 76504 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:** De La Rosa,Lindsey M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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See attachments on line 1.

Emma Boyer, #254-397-9288  
Emma.Boyer@dshs.texas.gov  
Zone #1, Scor #24  
Ship to code 1902 (Temple)Bill to code 3063 (Central Office accounting)  
Questions related to invoices and payments-contact is Penny Jones at 254-771-6739. Penny.Jones@dshs.texas.gov  
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.  
FREIGHT: F.O.B. Destination Freight Prepaid Allowed  
DELIVERY: 2 Days After Receipt of PO

AGENCY CONTACT:  
Ship to Attn: Emma Boyer  
254-397-9288  
Emma.Boyer@dshs.texas.gov

HHSC BUYER:  
Lindsey De La Rosa  
776628  
lindsey.delarosa@hhs.texas.gov

VENDOR:  
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  
Alternate Phone: (469) 406-5077

PURCHASING METHOD: CP/X  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract. Purchase made under the Authority of 2155.502 Development of Multiple Award Schedule.

Txmas Contract: TXMAS-20-7501  
Term:  
12/16/2019- 3/31/2023  
Smartbuy PO: 23122081

REQUIREMENTS/LIMITATIONS:  
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.  
Invoice per 34 TAC §20.487, amended effective May 1, 2022

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


**Purchaser:** De La Rosa, Lindsey M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Requisition 224095							
1-1	Magnetic Dry Erase Board with Aluminum Frame	785-15	15.00	EA	12.88000	\$193.20	04/17/2023
<b>Schedule Total</b>						\$193.20	
<b>Item Total for Line 1</b>						\$193.20	
<b>Total PO Amount</b>						\$193.20	

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>03/24/2023</b>
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