

# 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-3-0000313303</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> 03/28/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1 - 3/29/2023
			<b>Page</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
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 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. Please call facility 24hrs before delivery.  
NO DELIVERIES BETWEEN 12:00-1:00PM

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AGENCY CONTACT:  
SME Agency Contact Dye, Lori D  
SME Agency Contact: 806-783-6474  
SME Agency Email: Lori.dye@dshs.texas.gov

Contract Manager:  
Contract Manager Phone:  
Contract Manager Email:

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

Ship to Attn: Contact: Dye, Lori D  
Phone: 806-783-6474  
Email: Lori.dye@dshs.texas.gov

Building and Room number  
Warehouse Bldg.

HEALTH HUMAN SERVICES COMMISSION

6302 Iola Avenue  
Lubbock, TX 79424  
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Warehouse deliver to Delivery Contact: BUILDING: HHSC back of building

HHSC BUYER:



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	Pentel RSVP RT Retractable Ballpoint Pens, Med., Assorted Colors, Pack of 8 Commodity Code-62080 Supplier Part #-101898						
					<b>Schedule Total</b>	\$33.80	
					<b>Item Total for Line 1</b>	\$33.80	
2-1	Office Depot Brand Shipping Lael, 2 in x 4 in, Pack of 250 Commodity Code-61551 Supplier Part #-612271	615-51	1.00	PKG	6.60000	\$6.60	06/01/2023
					<b>Schedule Total</b>	\$6.60	
					<b>Item Total for Line 2</b>	\$6.60	
3-1	Black Texhide Record Book, 8 3/8 x 10 3/8, 300 Pages Commodity Code-61515 Supplier Part #-969873	615-15	4.00	EA	18.03000	\$72.12	06/01/2023
					<b>Schedule Total</b>	\$72.12	
					<b>Item Total for Line 3</b>	\$72.12	
4-1	Duck HP260 Pkg Tape, In dispenser, 2in x 60yd., Clear Pack of 4 Commodity Code-64043 Supplier Part #-143600	640-43	3.00	PKG	35.44000	\$106.32	06/01/2023
					<b>Schedule Total</b>	\$106.32	
					<b>Item Total for Line 4</b>	\$106.32	
5-1	Xerox Vitality Colors Pastel Plus Printer Paper, Letter Size, 24 lb., Green, Ream of 500 Sheets Commodity Code-64533 Supplier Part #-461949	645-33	3.00	RM	11.42000	\$34.26	06/01/2023
					<b>Schedule Total</b>	\$34.26	

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<b>Item Total for Line 5</b>						\$34.26	
6-1	Xerox Vitality Colors Pastel Plus Printer Paper, Letter Size, 24 lb., Blue, Ream of 500 Sheets Commodity Code-64533 Supplier Part #-544206	645-33	3.00	RM	11.42000	\$34.26	06/01/2023
<b>Schedule Total</b>						\$34.26	
<b>Item Total for Line 6</b>						\$34.26	
7-1	Xerox Vitality Colors Pastel Plus Printer Paper, Letter Size, 24 lb., Aqua, Ream of 500 Sheets Commodity Code-64533 Part #-583973	645-33	3.00	RM	11.07000	\$33.21	06/01/2023
<b>Schedule Total</b>						\$33.21	
<b>Item Total for Line 7</b>						\$33.21	
8-1	Fiskars Office Scissors, Black, Pack of 2 Commodity Code-60569 Part #-2820705	605-69	1.00	PKG	12.05000	\$0.00	CANCEL
<b>Schedule Total</b>						\$0.00	
<b>Item Total for Line 8</b>						\$0.00	
9-1	Lorell Ergonomic Rocking Footrest, Black, Each, Commodity Code-60536 Supplier Part #-836375	605-36	1.00	EA	56.32000	\$56.32	06/01/2023
<b>Schedule Total</b>						\$56.32	
<b>Item Total for Line 9</b>						\$56.32	
<b>Total PO Amount</b>						\$376.89	

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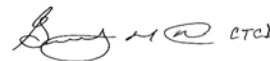
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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services 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**



**03/29/2023**