

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000313365
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.			Date 03/29/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4038 - Corpus Christi:902 Airport HEALTH & HUMAN SERVICES COMMISSION 902 Airport Rd Corpus Christi TX 78405 United States

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

Bill To: Invoice - DADS
HEALTH & HUMAN SERVICES COMMISSION
4001 Highway 36 South
Brenham TX 77833
United States

Fax: 979/277-1865
Email: 712Accounting@hhs.texas.gov

Purchaser: Connell, Ron Lee

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

TXMAS-20-7501
CP/X

Requisition #: HHSTX-3-0000225461
Texas Smart Buy PO - 23122780

Requester: Gilda Vasquez
Phone #: +1 (361) 844-7611
Email: Gilda.Vasquez@hhs.texas.gov

Ship to Attn: Gilda Vasquez, +1 (361) 844-7611, Gilda.Vasquez@hhs.texas.gov

Purchaser Name: Ron Connell
Phone #: 512-406-2666
Email: ron.connell@hhs.texas.gov

Vendor Name: ODP Business Solutions, LLC
Contact: Richard Merten
Phone #: 832-477-6118
Email: Richard.merten@odpbusiness.com

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

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

1-1	EXPO Microfiber Dry-Erase Board Cleaning Cloth - SPN# 774435	785-15	2.00 EA	3.99000	\$7.98	03/31/2023
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Schedule Total						\$7.98	
Item Total for Line 1						\$7.98	
2-1	Office Depot Brand Dry-Erase Board Cleaning Wipes, 6in x 9in, Pack Of 50 - SPN#393194	785-15	4.00	PCK	8.53000	\$34.12	03/31/2023
Schedule Total						\$34.12	
Item Total for Line 2						\$34.12	
3-1	Kantek Rotating Desktop Organizer - 4.4in Height x 6in Width - Desktop - Silver - SPN# 595780	615-33	6.00	EA	9.28000	\$55.68	03/31/2023
Schedule Total						\$55.68	
Item Total for Line 3						\$55.68	
4-1	Avery Big Tab Insertable Plastic Dividers, Single Pocket, Multicolor, 8- Tab - SPN#108130	615-39	3.00	SET	2.31000	\$6.93	03/31/2023
Schedule Total						\$6.93	
Item Total for Line 4						\$6.93	
5-1	Westcott CarboTitanium Guillotine Heavy-Duty Trimmer, 12in, White/Green - SPN#204950	605-55	1.00	EA	30.58000	\$30.58	03/31/2023
Schedule Total						\$30.58	
Item Total for Line 5						\$30.58	
6-1	Staedtler Rally Pencils, Blue/White,	620-60	4.00	BOX	.92000	\$3.68	03/31/2023

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	Pack Of 12 - SPN# 960155						
					Schedule Total	\$3.68	
					Item Total for Line 6	\$3.68	
7-1	Sharpie Metallic Markers, Silver, Pack Of 4 Markers - SPN# 592264	620-90	2.00	PCK	4.82000	\$9.64	03/31/2023
					Schedule Total	\$9.64	
					Item Total for Line 7	\$9.64	
8-1	OIC Binder Clips, Mini, 9/16in, Black, Box Of 12 - SPN# 909309	615-69	4.00	BOX	.57000	\$2.28	03/31/2023
					Schedule Total	\$2.28	
					Item Total for Line 8	\$2.28	
9-1	Brenton Studio 30% Recycled 3-Compartment Deluxe Desk Organizer, Black - SPN# 188550	615-33	1.00	EA	5.63000	\$5.63	03/31/2023
					Schedule Total	\$5.63	
					Item Total for Line 9	\$5.63	
10-1	Tippi Fingertip Grips, Assorted, #5 (Small) - SPN# 213436	615-27	2.00	BOX	4.19000	\$8.38	03/31/2023
					Schedule Total	\$8.38	
					Item Total for Line 10	\$8.38	
11-1	OIC Heavy-Duty 3-Hole Lever Punch, Black - SPN# 636040	605-55	1.00	EA	26.36000	\$26.36	03/31/2023

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					Schedule Total	\$26.36	
					Item Total for Line 11	\$26.36	
12-1	Brenton Studio Single Wall Pocket, Letter Size, Black - SPN# 869198	615-33	3.00	EA	7.07000	\$21.21	03/31/2023
					Schedule Total	\$21.21	
					Item Total for Line 12	\$21.21	
13-1	Pacon Rainbow Duo-Finish Kraft Paper Roll, 36in x 1000ft, Pink - SPN#538255	785-45	1.00	ROL	62.53000	\$62.53	03/31/2023
					Schedule Total	\$62.53	
					Item Total for Line 13	\$62.53	
14-1	Pacon Rainbow Duo-Finish Kraft Paper Roll, 36in x 1000ft, Sky Blue - SPN# 707789	785-45	1.00	ROL	67.26000	\$67.26	03/31/2023
					Schedule Total	\$67.26	
					Item Total for Line 14	\$67.26	
Total PO Amount						\$342.26	

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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