

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-3-0000313378
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 S Hwy 36
Brenham TX 77833
United States

Fax: 979/277-1865

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-3-0000225470
Texas Smart Buy PO - 23122714

Requester: Yvonne Almendarez
Phone #: 361-844-7864
Email: Yvonne.Almendarez@hhs.texas.gov

Ship to Attn: Yvonne Almendarez, 361-844-7864, Yvonne.Almendarez@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	Item # Office Depot Brand Clasp Envelopes, 6 1/2in x 9 1/2in, Brown, Box Of 100	310-30	1.00	BX	13.30000	\$13.30	03/31/2023
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4001 S Hwy 36
Brenham TX 77833
United States

Fax: 979/277-1865

Purchaser: Connell, Ron Lee

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					Schedule Total	\$13.30	
					Item Total for Line 1	\$13.30	
2-1	item # 479596 Brother TZe-231 Black-On-White Tapes, 0.5in x 26.2ft, Pack Of 2	605-30	1.00	PCK	15.63000	\$15.63	03/31/2023
					Schedule Total	\$15.63	
					Item Total for Line 2	\$15.63	
3-1	item # 975266 Brother M-2312PK Label Maker Tapes, 1/2in x 26 3/16ft, White, Pack Of 2	605-30	1.00	PCK	8.71000	\$8.71	03/31/2023
					Schedule Total	\$8.71	
					Item Total for Line 3	\$8.71	
4-1	item # 590660 Office Depot Brand Clean Seal Catalog Envelopes, 10in x 13in, 30% Recycled, White, Box Of 125	310-06	2.00	BX	15.34000	\$30.68	03/31/2023
					Schedule Total	\$30.68	
					Item Total for Line 4	\$30.68	
5-1	item # 478297 Avery Ready Index Table of Contents Dividers, 1-31 Tab Black/White	615-39	4.00	SET	5.30000	\$21.20	03/31/2023
					Schedule Total	\$21.20	
					Item Total for Line 5	\$21.20	
6-1		310-06	2.00	BX	10.03000	\$20.06	03/31/2023

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Purchaser: Connell, Ron Lee

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	item # 330744 Office Depot Brand Clasp Envelopes, 6in x 9in, Brown, Box Of 100						
					Schedule Total	\$20.06	
					Item Total for Line 6	\$20.06	
7-1	item # 330808 Office Depot Brand Clasp Envelopes, 9in x 12in, Brown, Box Of 100	310-06	2.00	BX	11.77000	\$23.54	03/31/2023
					Schedule Total	\$23.54	
					Item Total for Line 7	\$23.54	
Total PO Amount						\$133.12	

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