

# 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-3-0000313534</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> 03/30/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5059 - Kerrville:721 Thompson Dr HEALTH & HUMAN SERVICES COMMISSION 721 Thompson Dr Kerrville TX 78028 United States

**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:** 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  
Purchasing Method: EX-0

Requisition #: HHSTX-3-0000222739

Requester: H. Lee Clancy  
Phone #: 830-258-5211  
Email: H.Clancy@hhs.texas.gov

SHIP TO ATTN: H. Lee Clancy, 830-258-5211, H.Clancy@hhs.texas.gov

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

Vendor Name: ODP Business Solutions  
Contact: Customer Service  
Phone #: (512) 422-7329  
Email: StateofTexas@OfficeDepot.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.

Purchase made under the Authority of Texas Government Code 2155.1441 for Health Care Purchasing including group purchasing programs.

Omnia and Office Depot Contract Number # R190303  
Omnia Office Depot HHS Account Number # 46319643

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	TOPS <sub>2</sub> The Legal Pad Perforated Writing Pads, 8 1/2" x 11 3/4", Legal Ruled, 50 Sheets, White/Blue, Pack Of 12 Item #737270	615-62	1.00	DOZ	41.49000	\$41.49	04/06/2023
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					<b>Schedule Total</b>	\$41.49	
					<b>Item Total for Line 1</b>	\$41.49	
2-1	Pentel® Super Hi-Polymer® Leads, 0.9 mm, HB, 15 Leads Per Tube Item #929539	620-60	2.00	TBE	.53000	\$1.06	04/06/2023
					<b>Schedule Total</b>	\$1.06	
					<b>Item Total for Line 2</b>	\$1.06	
3-1	Pentel® Super Hi-Polymer® Leads, 0.7 mm, HB, 12 Leads Per Tube Item #929505	620-60	2.00	TBE	.43000	\$0.86	04/06/2023
					<b>Schedule Total</b>	\$0.86	
					<b>Item Total for Line 3</b>	\$0.86	
4-1	ACCU-STAMP2® Copy Stamp, Shutter Pre-Inked One-Color COPY Stamp, 1/2" x 1-5/8" Impression, Red Ink Item #993644	615-77	2.00	EA	9.09000	\$18.18	04/06/2023
					<b>Schedule Total</b>	\$18.18	
					<b>Item Total for Line 4</b>	\$18.18	
5-1	Avery® Ready Index® A-Z Tab With Customizable Table of Contents Binder Dividers, 8-1/2" x 11", 26 Tab, Multicolor, 1 Set Item #470229	615-60	2.00	SET	3.53000	\$7.06	04/06/2023
					<b>Schedule Total</b>	\$7.06	
					<b>Item Total for Line 5</b>	\$7.06	

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6-1	Mead® Composition Books, 7.5" x 9.75", Wide Ruled, 100 Sheets, Black Marble, Pack Of 12 Item #8453954	615-15	1.00	DOZ	77.99000	\$77.99	04/06/2023
<b>Schedule Total</b>						\$77.99	
<b>Item Total for Line 6</b>						\$77.99	
7-1	Office Depot® Brand Index Cards, Blank, 5" x 8", White, Pack Of 300 Item #193539	615-49	1.00	PCK	3.18000	\$3.18	04/06/2023
<b>Schedule Total</b>						\$3.18	
<b>Item Total for Line 7</b>						\$3.18	
8-1	Office Depot® Brand Ruled Index Cards, 4" x 6", White, Pack Of 300 Item #1397800	615-49	1.00	PCK	2.73000	\$2.73	04/06/2023
<b>Schedule Total</b>						\$2.73	
<b>Item Total for Line 8</b>						\$2.73	
<b>Total PO Amount</b>						\$152.55	

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.

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**Authorized By**

*R. Lee*

03/30/2023