

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000314232
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 04/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			Page 1

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: Manning, Charles

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

Agency contact - Leticia Gonzalez (512) 776-3736 leticia.gonzalez@dshs.texas.gov
Agency contact - Stacey Thomas (512) 776-3676 stacey.thomas@dshs.texas.gov

Vendor - Staples
ID#- 10433908166
contact - Jonathan McEwen (800) 574- 7477
Order supplies needed for RLHO division office; quote # Q116072
TXMAS-20-7502
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 1-3 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

AGENCY CONTACT:
Stacey Thomas
512-776-3676
stacey.thomas@hhs.texas.gov

HHSC BUYER:
Charles Manning, CTCD, CTCM
512-776-6840
charles.manning@hhs.texas.gov

VENDOR:
ODP Business Solutions, LLC
Richard Merten
richard.merten@odpbusiness.com
832-477-6118

QUOTE SmartBuy Quote

PURCHASING METHOD: CP-A
TAC §20.220 The comptroller enters into term contracts for the purchase or lease of goods or services used in large quantities by several state agencies.

Term Contract: 615-A1
Term: 8/29/2017 - 8/31/2023

Smartbuy PO: 23123980

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000314232
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 04/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 2
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 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: Manning, Charles

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

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

Requisition 0000222543

1-1	Smead Two Pocket Portfolios Dark Blue- 25/bx	080-45	10.00	BOX	1.88000	\$18.80	04/11/2023
-----	--	--------	-------	-----	---------	---------	------------

Schedule Total \$18.80

Agency contact - Leticia Gonzalez (512) 776-3736 leticia.gonzalez@dshs.texas.gov
Agency contact - Stacey Thomas (512) 776-3676 stacey.thomas@dshs.texas.gov
office supplies, two pocket portfolios, wipes, black and blue pens
Vendor - Staples
ID#- 10433908166
contact - Jonathan McEwen (800) 574- 7477
Order supplies needed for RLHO division office; quote # Q116072
TXMAS-20-7502

Item Total for Line 1 \$18.80

Total PO Amount \$18.80

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

Charles May
CTCO

04/10/2023