

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-3-0000314416
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 04/12/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 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: De La Rosa,Lindsey M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Vendor Name: ODP Business Solutions, LLC
Vendor Contact: Richard Merten
Vendor Email: richard.merten@odpbusiness.com

Contract Manager: Melissa Maddox
Contract manager phone: 210-531-7357
Contract manager email: melissa.maddox@hhs.texas.gov

SME/Lead Contact: Margaret Moreno
Lead Email: margaret.moreno@hhs.texas.gov
Lead Phone: 210-531-7718

PCS Email PO to: margaret.moreno@hhs.texas.gov / Lead Contact
melissa.maddox@hhs.texas.gov / Contract Specialist

VENDORS SEND INVOICES VIA EMAIL TO: SAHACCOUNTING@dshs.texas.gov

PO BILL TO INFORMATION
SAN ANTONIO STATE HOSPITAL
ATTN: Charles Ago - ACCOUNTING
6711 S. NEW BRAUNFELS AVE. / SUITE 100 / SAN ANTONIO, TEXAS 78223
MAIL CODE#: 4505
Email: SAHACCOUNTING@dshs.texas.gov

Destination SASH Warehouse: Please deliver to Bldg. 558

Info for Warehouse staff:
Delivery Contact: Tonya Holder
Phone #: 210-531-7357
Email: Tonya.holder@hhs.texas.gov
Bldg/Floor/Cubicle: Bonham Hall Nurses Station
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.
FREIGHT: F.O.B. Destination Freight Prepaid Allowed

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6711 S. NEW BRAUNFELS AVE. / SUITE 100 / SAN ANTONIO, TEXAS 78223
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Purchaser: De La Rosa,Lindsey M

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Email: SAHACCOUNTING@dshs.texas.gov

AGENCY CONTACT:
Contract Manager: Melissa Maddox
Contract manager phone: 210-531-7357
Contract manager email: melissa.maddox@hhs.texas.gov

SME/Lead Contact: Margaret Moreno
Lead Email: margaret.moreno@hhs.texas.gov
Lead Phone: 210-531-7718

HHSC BUYER:
Lindsey De La Rosa
7766284
Lindsey.delarosa@hhs.texas.gov

VENDOR:
Vendor: ODP Business Solutions
Vendor Contact: Customer Service
Vendor Phone: (888) 263-3423
Email: stateoftexas@odpbusiness.com

PURCHASING METHOD: SP/E
Not to Exceed \$10,000.00
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 227173
ODP Business Cart

1-1	EXPO Microfiber Dry-Erase Board Cleaning Cloth	615-60	10.00	EA	4.30000	\$43.00	04/12/2023
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Schedule Total \$43.00

EXPO Microfiber Dry-Erase Board Cleaning Cloth
CC: 78557
SPN: 774435

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Purchaser: De La Rosa,Lindsey M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
MP#: 1752313							
Item Total for Line 1						\$43.00	
2-1	Genuine Joe Dry-Erase Board Cleaning Wipes, Container Of 50 Wipes	615-60	3.00	EA	18.99000	\$56.97	04/12/2023
Schedule Total						\$56.97	
Genuine Joe Dry-Erase Board Cleaning Wipes, Container Of 50 Wipes CC: 78557 SPN: 728665 MP#: GJO75627							
Item Total for Line 2						\$56.97	
Total PO Amount						\$99.97	

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

Lindsey De La Rosa

04/12/2023