

# 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-3-0000314520</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> 04/12/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b>  <b>Page</b> 1
		<b>Ship To:</b>	5009 - Vernon:4730 College Dr HEALTH & HUMAN SERVICES COMMISSION 4730 College Dr PO Box 2231 Vernon TX 76385 United States

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

**Bill To:** Terrell SH Whse  
HEALTH & HUMAN SERVICES COMMISSION  
1200 E Brin  
PO Box 70  
Terrell TX 75160  
United States

**Email:** DSHS.TSHBusinessOffice@dshs.texas.gov

**Purchaser:** Omisore,Oluwaseyi Samue 512/776-4242

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

SEND INVOICES VIA EMAIL TO: mikayla.oglesby@hhs.texas.gov

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

DELIVERY: 5 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:  
Mikayla Oglesby  
940-552-4404 mikayla.oglesby@hhs.texas.gov

Ship to Attn: Mikayla Oglesby  
Please deliver to Security

HHSC BUYER:  
Oluwaseyi Omisore, CTCD, CTCM  
512-776-4242 Oluwaseyi.Omisore@hhs.texas.gov

VENDOR: ODP Business Solutions  
561-438-4800 StateofTexas@officedepot.com

QUOTE: Price from vendor website

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 0000221213

1-1	615-65	3.00	PCK	6.35000	\$19.05	05/15/2023
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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	ODB Professional Legal Pad, 5in x 8in, Assorted Colors, Narrow Ruled, 50 Sheets, 6 Pads/Pack; Item # 634277						
					<b>Schedule Total</b>	\$19.05	
					<b>Item Total for Line 1</b>	\$19.05	
2-1	Bright Color Paper, Neenah Astrobrights, Letter Size, 24 Lb, Assorted Colors, Ream of 500 Sheets; Item # 170719	645-33	1.00	RM	21.52000	\$21.52	05/15/2023
					<b>Schedule Total</b>	\$21.52	
					<b>Item Total for Line 2</b>	\$21.52	
3-1	Shipping Cost	962-86	1.00	EA	9.99000	\$9.99	05/15/2023
					<b>Schedule Total</b>	\$9.99	
					<b>Item Total for Line 3</b>	\$9.99	
<b>Total PO Amount</b>						\$50.56	

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

*Oluwaseyi Omisore CTCO CCM*

05/08/2023