

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Allowed	Ship Via BEST WAY	Purchase Order HHSTX-3-0000314605
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 04/13/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4551 - Austin:4301 N Lamar Blvd HEALTH & HUMAN SERVICES COMMISSION 4301 N Lamar Blvd Austin TX 78751 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 Highway 36 South
Brenham TX 77833
United States

Fax: 979/277-1865
Email: 712Accounting@hhs.texas.gov

Purchaser: Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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PCS PLEASE CONTACT Gabriele Dangerfield FOR QUESTIONS.
** VENDORS SEND INVOICES VIA EMAIL TO ** 712Accounting@hhs.state.tx.us
SHIP TO ATTN: Gabriele Dangerfield 512-419-2663 Gabriele.Dangerfield@hhs.texas.gov

Vendor Name: ODP Business Solutions
Vendor Contact: Richard Merten
Vendor Phone: 832-477-6118
Vendor Email: richard.merten@odpbusiness.com

Lead Contact (Program SME) Name: Gabriele Dangerfield
Lead Contact Email: Gabriele.Dangerfield@hhs.texas.gov
Lead Contact Phone: 512-419-2663

Warehouse: Please deliver to bldg. 800

SCOR Division: 19 - State Operated Facilities

PCS Email PO to: Gabriele.Dangerfield@hhs.texas.gov
Office supplies for the daily office procedures in various units at Austin State Hospital. Good permanent markers for maintenance staff to write on labels on fuse boxes without the marker fading or washing off. Portfolio pockets for new hire services to create packets for new hired staff.

FY23 F3A 7300 F2200 F1110 F4300 F1200

1-1	FY23-Goods, #525000, Sharpie Retractable Permanent Markers, Fine Point, Of 12	785-30	8.00	DOZ	18.07000	\$144.56	04/20/2023
Schedule Total						\$144.56	
Item Total for Line 1						\$144.56	
2-1	FY23-Goods, #721380, Sparco Curved Design Easel Document Holder - 10in x 2.5in x 14.4in	605-14	1.00	EA	27.94000	\$27.94	04/20/2023
Schedule Total						\$27.94	

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Item Total for Line 2						\$27.94	
3-1	FY23-Goods, #327025, Avery TrueBlock Permanent File Folder Labels, 8366, 2/3in x 3 7/16in, 750	615-39	1.00	PCK	15.17000	\$15.17	04/20/2023
Schedule Total						\$15.17	
Item Total for Line 3						\$15.17	
4-1	FY23-Goods, #61531144607, Cover, Portfolio, Twin-Pocket with Fasteners, 8-1/2" x 11", Red, 10/Pack	615-31	10.00	PCK	2.48000	\$24.80	04/20/2023
Schedule Total						\$24.80	
Item Total for Line 4						\$24.80	
5-1	FY23-Goods, #61531138212, Cover, Portfolio, Twin Pocket, 8-1/2" x 11", Yellow, 10/Pack	615-31	10.00	PCK	1.85000	\$18.50	04/20/2023
Schedule Total						\$18.50	
Item Total for Line 5						\$18.50	
6-1	FY23-Goods, #345645, Xerox Vitality Colors Multipurpose Printer Paper, Letter Paper Size, 20 Lb., 30% Recycled, Green, Ream Of 500 Sheets	645-33	5.00	RM	7.54000	\$37.70	04/20/2023
Schedule Total						\$37.70	
Item Total for Line 6						\$37.70	
7-1	FY23-Goods, #345660, Xerox Vitality Colors Multipurpose Printer Paper,	645-33	5.00	RM	7.17000	\$35.85	04/20/2023

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Letter Paper Size, 20 Lb., 30% Recycled,
Yellow, Ream Of 500 Sheets

Schedule Total		\$35.85
Item Total for Line 7		\$35.85
Total PO Amount		\$304.52

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 <i>Patricia Fletcher, CTCO, CTCM</i>	04/13/2023
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