

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-3-0000315078
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 04/19/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 5030 - Terrell:1200 E Brin HEALTH & HUMAN SERVICES COMMISSION 1200 E Brin PO Box 70 Terrell TX 75160 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: Vasquez Iii, Richard

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

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 10 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

VENDOR: ODP BUSINESS SOLUTIONS, LLC
VENDOR PHONE: (832)477-6118
VENDOR EMAIL: richard.merten@odpbusiness.com
VID: 18621616889

Contract Manager: Stephany VanBolden
Contract Manager Phone: 972-551-8563
Contract Manager Email: stephany.vanbolden@hhs.texas.gov

Ship To: KELSEY MITCHELL
972-551-8288
KelseyL.Mitchell@hhs.texas.gov

VENDORS EMAIL INVOICES TO: DSHS.TSHBUSINESSOFFICE@DSHS.TEXAS.GOV

PO BILL TO INFORMATION:
TERRELL STATE HOSPITAL
ATTN: ACCOUNTING DEPARTMENT
P.O. BOX 70 / 1200 EAST BRIN STREET / TERRELL, TX, TEXAS 75160
CODE#: 3072
Email: DSHS.TSHBUSINESSOFFICE@DSHS.TEXAS.GOV

HHSC BUYER:
Richard Vasquez
richard.vasqueziii@hhs.texas.gov
512-639-7327

PURCHASING METHOD: SP/E

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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 # 222806

1-1	BOISE X-9 MULTI-USE COPY PAPER\NGIP CODE:64533\SUPP. PART#196643\KITCHEN-12\MAINT.-5\PRINT SHOP-3	645-69	20.00	CTN	76.32000	\$1,526.40	04/28/2023
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Schedule Total \$1,526.40

Item Total for Line 1 \$1,526.40

2-1	Avery Removable Round Color-Coding Labels, 5466, 3/4in Diameter, Red, Pack Of 1,008\NGIP CODE:61551\SUPP. PART #112896\REHAB	615-51	2.00	PKG	4.06000	\$8.12	04/28/2023
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Schedule Total \$8.12

Item Total for Line 2 \$8.12

3-1	Avery Removable Round Color-Coding Labels, 5462, 3/4in Diameter, Yellow, Pack Of 1,008 \NGIP CODE:61551\SUPP. PART #112854\REHAB	615-51	2.00	PKG	4.06000	\$8.12	04/28/2023
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Schedule Total \$8.12

Item Total for Line 3 \$8.12

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Purchaser: Vasquez Iii, Richard

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
4-1	Avery Removable Round Color-Coding Labels, 5468, 3/4in Diameter, Green Neon, Pack Of 1,008 \NGIP CODE:61551\SUPP. PART #112912\REHAB	615-51	1.00	PKG	4.06000	\$4.06	04/28/2023
Schedule Total						\$4.06	
Item Total for Line 4						\$4.06	
5-1	Avery Removable Round Color-Coding Labels, 5461, 3/4in Diameter, Light Blue, Pack Of 1,008 \NGIP CODE:61551\SUPP.PART #112847\REHAB	615-51	1.00	PKG	4.06000	\$4.06	04/28/2023
Schedule Total						\$4.06	
Item Total for Line 5						\$4.06	
Total PO Amount						\$1,550.76	

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

Ricardo Vasquez Jr CTCD, CTEM

04/24/2023