

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-3-0000315553
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 04/25/23
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: Breest, Maria Ana

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 CLASS ITEM 615/25
SCOR Division: 19 - State Operated Facilities

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.
FREIGHT: F.O.B. Destination Freight Prepaid Allowed
DELIVERY: 3-5 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
PLEASE HAVE VENDORS SEND INVOICES VIA EMAIL TO: SAHACCOUNTING@dshs.texas.gov

AGENCY CONTACT:
***PACKING LIST REQUIRED TO SHOW PO NUMBER AND ATTN CONTACT INFO ***
Contact: Margaret Moreno
Email: margaret.moreno@hhs.texas.gov
Phone: 210-531-7718

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

HHSC BUYER:
Ana Breest CTCD,CTCM
Direct: 512) 406-2679 CELL 512-660-3139
Ana.Breest@hhs.texas.gov

VENDOR:
VID: 1862161688
ODP Business Solutions, LLC
Vendor Contact: Richard Merten
Vendor Phone: (832) 477-6118
Vendor Email: richard.merten@odpbusiness.com

TERMS NET 30

QUOTE PRICED PER DEDICATED WEBSITE

Omnia and ODP Contract Number R190303
Omnia Office Depot HHS Account Number # 46319643

PURCHASING METHOD: EX-0
Purchase made under the Authority of Texas Government Code 2155.1441 for Health Care Purchasing including group purchasing programs.

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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, 2023

Requisition 0000315553

1-1	ACCU-STAMP2® Copy Stamp, Shutter Pre-Inked One-Color COPY Stamp, 1/2" x 1-5/8" Impression, Red Ink Item # 993644 Entered Item # 993644	615-77	4.00	EA	9.09000	\$36.36	04/25/2023
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Schedule Total \$36.36

FY23 CG4 F3J OFC SPLY F1600 ROSALINDA, STAFF SUPPORT

Accu-Stamp2 Shutter One-Color Stamp, "Copy", 1 5/8in x 1/2in Impression, Red CC:61577 SPN:993644

Item Total for Line 1 \$36.36

2-1	Post it® Notes, 4" x 6", Lined, Canary Yellow, Pack Of 12 Pads Item # 172619 Entered Item # 172619	615-60	2.00	EA	25.99000	\$51.98	04/25/2023
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Schedule Total \$51.98

Post it Notes, 4in x 6in, Canary Yellow, Pack Of 12 Pads CC:61562 SPN:704436

Item Total for Line 2 \$51.98

3-1	ACCU-STAMP2® Copy Stamp, Shutter Pre-Inked One-Color COPY Stamp, 1/2" x 1-5/8" Impression, Red Ink Item # 993644 Entered Item # 993644	615-60	2.00	EA	13.11000	\$26.22	04/25/2023
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Schedule Total \$26.22

Pilot G-2 Retractable Gel Pens, Fine Point, 0.7 mm, Clear Barrels, Red Ink, Pack Of 12 CC:62080 SPN:790841

Item Total for Line 3 \$26.22

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4-1	Pilot® G-2 Retractable Gel Pens, Fine Point, 0.7 mm, Clear Barrels, Blue Ink, Pack Of 12 Pens Item # 790801 Entered Item # 790801	615-60	2.00	EA	13.14000	\$26.28	04/25/2023
Schedule Total						\$26.28	
Pilot G-2 Retractable Gel Pens, Fine Point, 0.7 mm, Clear Barrels, Blue Ink, Pack Of 12 CC:62080 SPN:790801							
Item Total for Line 4						\$26.28	
Total PO Amount						\$140.84	

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

MBreest CTCD,CTCM

04/26/2023