

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-3-0000315825
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 04/28/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 4/28/2023
			Page 1
			Ship To: 5950 - El Paso:6700 Delta Dr HEALTH & HUMAN SERVICES COMMISSION 6700 Delta Dr 6700 Delta Dr El Paso TX 79905 United States

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

Bill To: Invoice-DSHS Accounts Payable
DEPARTMENT OF STATE HEALTH SERVICES
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Fax: 972/551-8052
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.

VENDORS SEND INVOICES VIA EMAIL TO dshs.tshbusinessoffice@dshs.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:
Marisa Gamboa
915-782-6575 marisa.gamboa@hhs.texas.gov

Ship to Attn: Marisa Gamboa
Please deliver to El Paso SSLC Bldg. 502

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 0000221459

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	Calculator paper roll. Item #840215						
					Schedule Total	\$12.95	
					Item Total for Line 1	\$12.95	
2-1	Envelopes with clasp. Box of 100. Item #330808	310-06	2.00	BX	\$9.04	\$18.08	05/05/2023
					Schedule Total	\$18.08	
					Item Total for Line 2	\$18.08	
3-1	Medium binder clips. Pack of 24. Item #561339	615-09	3.00	EA	\$1.69	\$5.07	05/05/2023
					Schedule Total	\$5.07	
					Item Total for Line 3	\$5.07	
4-1	Binder clips Large. Box of 48. Item 6837499	615-09	1.00	BX	\$9.23	\$9.23	05/05/2023
					Schedule Total	\$9.23	
					Item Total for Line 4	\$9.23	
					Total PO Amount	\$45.33	

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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

Oluwaseyi Omisore CTCD CTCM

04/28/2023