

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-3-0000315835
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
			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: Manning, Charles

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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F1110 / FY23 / GOODS / STAPLES CONTRACT COMMERCIAL LLC - TPO REQUEST \$374.77

VENDOR: STAPLES CONTRACT COMMERCIAL LLC
VENDOR ADDRESS: 500 Staples Drive
Framingham MA 01702
VENDOR CONTACT: Jonathan McEwen
VENDOR PHONE: (210)574-7477
VENDOR EMAIL: Jonathan.mcewen@staples.com
VID: 10433908166

SCOR DIVISION: 19-HHSC STATE OPERATED FACILITY
SCOR OTHR SUBJECT: CG5: TSH-Office Supplies

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

SME Agency Contact: Kelsey Mitchell
SME Agency Contact: 972-551-8288
SME Agency Email: KelseyL.Mitchell@hhs.texas.gov

PCS Email PO to: KelseyL.Mitchell@hhs.texas.gov Lead Contact
stephany.vanbolden@hhs.texas.gov Contract Specialist

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

MAIL TO INFORMATION: 5030
BUILDING: Warehouse
CONTACT: Kelsey Mitchell
PHONE #: 972-551-8288
FAX#: 972-551-8052
Email: KelseyL.Mitchell@hhs.texas.gov

JUSTIFICATION: DAILY OPEARATIONAL USAGE.

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LINE 1 INFORMATION: FY23/GOODS/STAPLES/Avery Index Maker Unpunched Print Apply Label Paper Dividers 8-Tab White 25 Sets/Box (11444) /NGIP CODE:61539/SUPPLIER PART#895540/ FOR CG5-TSH/Medical Records - \$66.99 BX QTY:1

LINE 2 INFORMATION: FY23/GOODS/STAPLES/ Rolodex Copy Holder Black Mesh (Fg9C9500Bla) /NGIP CODE:62010/ SUPPLIER PART#566006/ FOR CG5-TSH/COS- \$10.17
EA QTY:10

LINE 3 INFORMATION: FY23/GOODS/STAPLES/ OXFORD TWIN PORTFOLIO FOLDERS DARK BLUE 25/BOX (OXF 57538) /NGIP CODE:08045/ SUPPLIER PART#080414/ FOR CG5-TSH/COS-6\CTD-8\ \$14.72 BX QTY: 14
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 1-3 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:
Kelsey Mitchell
972-551-8288
KelseyL.Mitchell@hhs.texas.gov

HHSC BUYER:
Charles Manning, CTCD
512-776-6840
charles.manning@hhs.texas.gov

VENDOR:
ODP Business Solutions, LLC
Richard Merten
(832) 477-6118
richard.merten@odpbusiness.com

PURCHASING METHOD: CP-A
TAC §20.220 The comptroller enters into term contracts for the purchase or lease of goods or services used in large quantities by several state agencies.

Term Contract: 615-A1
Term: 8/29/2017 - 8/31/23

Smartbuy PO: 23135200

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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, 2022

Requisition 221655

1-1	OXFORD TWIN PORTFOLIO FOLDERS DARK BLUE 25/BOX (OXF 57538)\ NGIP CODE:08045\ SUPP. PART #080414\COS-6\CT&D-8	080-45	14.00	BX	1.88000	\$26.32	04/28/2023
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Schedule Total \$26.32

Item Total for Line 1 \$26.32

Total PO Amount \$26.32

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

Charles Manning
CTCO

04/28/2023

