

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-3-0000316020
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 05/01/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			Page 1

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

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Manor,Darryl Dwayne 512/406-2475

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Please Ship to Deborah O'Keefe's Home Address:
1408 Ridgewood Dr, Leander, TX 78641
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

AGENCY CONTACT: Please Ship to Deborah O'Keefe's Home Address:
1408 Ridgewood Dr, Leander, TX 78641

HHSC BUYER:
Darryl Manor, Purchaser CTCD
Temp Cell: 512-853-0576 Phone: (512) 406-2475
E-Mail Address: darryl.manor@hhs.texas.gov

VENDOR:
ODP Business Solutions LLC
Contact Name: Lisa Patton
Email: lisa.patton@officedepot.com
Phone: c: 713-878-2158
*****Email: stateoftexas@officedepot.com

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: 0000224349

1-1	WorkPro Quantum 9000 Series Ergonomic Mesh High-Back Executive Chair, Black	425-06	1.00	EA	447.80000	\$447.80	05/15/2023
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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Schedule Total							\$447.80

Requisition to order ergonomic office chair per reasonable accommodation request for Deborah O'Keefe (Employee ID 00000172704) per Civil Rights Office.

Vendor Name: Office Depot
Vendor Lead Contact: unknown
Vendor Email: unknown
Vendor Phone: unknown
Vendor Address: unknown

Agency Contact Info: Texas Health And Human Services Commission, Medical and Dental Benefits Policy
Agency Contact Name: Stanley Stumph
Agency Contact Email: stanley.stumph@hhs.texas.gov
Agency Contact Address: 701 W 51st St, Austin, TX 78751, Mail Code H310

Please Ship to Deborah O'Keefe's Home Address:
1408 Ridgewood Dr, Leander, TX 78641

Item Total for Line 1 \$447.80

Total PO Amount \$447.80

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

Daryl Ma CTCD

05/01/2023