

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-3-0000316645
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 05/08/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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@hhs.state.tx.us

Purchaser: Mills, George M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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BLANKET PURCHASE ORDER

TERM: September 1, 2022 through August 31, 2023

SHIPPING INSTRUCTIONS: DO NOT SHIP until notified by Agency Contact.

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

DELIVERY: #1-7 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:
Agency/SME Contact: Lewis, Jocelyn
Agency/SME Contact Email: Jocelyn.Lewis02@hhs.texas.gov
Agency/SME Contact Phone: 1

Ship to Attn: Lewis, Jocelyn
Phone: 1
Email: Jocelyn.Lewis02@hhs.texas.gov

Building and Room number
HEALTH HUMAN SERVICES COMMISSION
1111 W North Loop
Austin TX 78756
United States

HHSC BUYER:
George Mills, CTCD, Purchaser IV
512-406-2651
george.mills@hhs.texas.gov

VENDOR:
Vendor Name: ODP BUSINESS SOLUTIONS LLC
Vendor Address: PO BOX 660113
Vendor City Zip: DALLAS, TX 75266-0113
Vendor Contact: lisa.patton@officedepot.com
Vendor Contact Phone: 713.878.2158
Vendor Contact Email: StateofTexas@OfficeDepot.com
Vendor TIN#: 1862161688

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Payment Processing Dept.:
Quote #

PURCHASING METHOD: SP/E
Purchase not to exceed \$10,000.00. Rule 34 Texas Administrative Code § 20.41 - Delegated Purchases

REQUIREMENTS/LIMITATIONS:
Quantities may be increased or decreased upon need during the term of the PO.
The quantities shown are estimates only and do not constitute a guarantee of purchase. Any quantities not ordered and received by August 31, 2023, will be considered cancelled.

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY23 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition # 0000213296

(Include for 1 Lot POs)
Note: Agency will not order products on this PO that are available from Workquest, Texas Correctional Industries or DIR. Agency will not order capital or controlled assets on this PO
PSU Stamp

1-1	Item 666632 Custom 2000 Plus Self-inking stamp	015-06	2.00	EA	21.99000	\$43.98	05/08/2023
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Schedule Total \$43.98

Item Total for Line 1 \$43.98

2-1	Item 666632 Custom 2000 Plus Self-inking stamp	015-06	1.00	EA	21.99000	\$21.99	05/08/2023
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Schedule Total \$21.99

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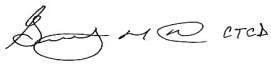
Item Total for Line 2 _____ \$21.99

Total PO Amount \$65.97

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 	05/08/2023
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