

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-3-0000317600
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 05/17/23
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: De La Rosa,Lindsey M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Vendor Name: ODP Business Solutions, LLC
Vendor Contact: Richard Merten
Vendor Phone: (832) 477-6118
Vendor Email: richard.merten@odpbusiness.com

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

SME/Lead Contact: Margaret Moreno
Lead Email: margaret.moreno@hhs.texas.gov
Lead Phone: 210-531-7718

PCS Email PO to: margaret.moreno@hhs.texas.gov / Lead Contact
melissa.maddox@hhs.texas.gov / Contract Specialist

VENDORS SEND INVOICES VIA EMAIL TO: SAHACCOUNTING@dshs.texas.gov

PO BILL TO INFORMATION
SAN ANTONIO STATE HOSPITAL
ATTN: Charles Ago - ACCOUNTING
6711 S. NEW BRAUNFELS AVE. / SUITE 100 / SAN ANTONIO, TEXAS 78223
MAIL CODE#: 4505
Email: SAHACCOUNTING@dshs.texas.gov

Destination SASH Warehouse: Please deliver to Bldg. 558
Info for Warehouse staff:
Delivery Contact: Sheila Lewis-Garcia
Phone #: 210-531-8380
Email: Sheila.lewisgarcia@hhs.texas.gov
Bldg/Floor/Cubicle: Arnold Hall Nurse Station
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.
FREIGHT: F.O.B. Destination Freight Prepaid Allowed

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PO BILL TO INFORMATION
SAN ANTONIO STATE HOSPITAL
ATTN: Charles Ago - ACCOUNTING
6711 S. NEW BRAUNFELS AVE. / SUITE 100 / SAN ANTONIO, TEXAS 78223

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Destination SASH Warehouse: Please deliver to Bldg. 558  
Info for Warehouse staff:  
Delivery Contact: Sheila Lewis-Garcia  
Phone #: 210-531-8380  
Email: Sheila.lewisgarcia@hhs.texas.gov  
Bldg/Floor/Cubicle: Arnold Hall Nurse Station

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

SME/Lead Contact: Margaret Moreno  
Lead Email: margaret.moreno@hhs.texas.gov  
Lead Phone: 210-531-7718

**HHSC BUYER:**  
Lindsey De La Rosa  
7766284  
Lindsey.delarosa@hhs.texas.gov

**VENDOR:**  
Vendor: ODP Business Solutions  
Vendor Contact: Customer Service  
Vendor Phone: (888) 263-3423  
Email: stateoftexas@odpbusiness.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 # 228182  
ODP Cart

|     |                                                                   |        |      |    |          |         |            |
|-----|-------------------------------------------------------------------|--------|------|----|----------|---------|------------|
| 1-1 | Bostitch Electric Pencil Sharpener<br>Desktop CC:60560 SPN:611252 | 615-60 | 1.00 | EA | 47.99000 | \$47.99 | 05/17/2023 |
|-----|-------------------------------------------------------------------|--------|------|----|----------|---------|------------|

# Health and Human Services Commission

## Purchase Order

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|                                                                                                                                                                                                                                                                                                                                                |                                         |                             |                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
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|                                                                                                                                                                                                                                                                                                                                                |                                         | <b>Ship To:</b>             | 4549 - San Antonio:6711 S New Brau<br>HEALTH & HUMAN SERVICES COMMISSION<br>6711 S New Braunfels<br>Ste 100<br>San Antonio TX 78223<br>United States |

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**Purchaser:** De La Rosa,Lindsey M

| Line-Sch                                                       | Inventory Item ID - Line Description                          | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date                     |         |
|----------------------------------------------------------------|---------------------------------------------------------------|------------|----------|-----|----------|--------------|------------------------------|---------|
| <b>Schedule Total</b>                                          |                                                               |            |          |     |          |              | \$47.99                      |         |
| Bostitch Electric Pencil Sharpener Desktop CC:60560 SPN:611252 |                                                               |            |          |     |          |              | <b>Item Total for Line 1</b> | \$47.99 |
| 2-1                                                            | Stamp-Ever Pre-inked Stamp Ink Refill<br>CC: 61577 SPN:274884 | 615-60     | 5.00     | EA  | 13.19000 | \$65.95      | 05/17/2023                   |         |
| <b>Schedule Total</b>                                          |                                                               |            |          |     |          |              | \$65.95                      |         |
| Stamp-Ever Pre-inked Stamp Ink Refill CC: 61577 SPN:274884     |                                                               |            |          |     |          |              | <b>Item Total for Line 2</b> | \$65.95 |
| <b>Total PO Amount</b>                                         |                                                               |            |          |     |          |              | \$113.94                     |         |

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.

|                                                                                                              |                   |
|--------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Authorized By</b><br> | <b>05/17/2023</b> |
|--------------------------------------------------------------------------------------------------------------|-------------------|