

# Department of State Health Services

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000319299</b>
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.			<b>Date</b> 06/09/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1905 - Arlington:1301 S Bowen Rd HEALTH & HUMAN SERVICES COMMISSION 1301 S Bowen Rd Ste 200 Arlington TX 76013 United States
			<b>Page</b> 1

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

**Bill To:** Invoice-DSHS Fiscal Claims  
DEPARTMENT OF STATE HEALTH SERVICES  
1100 W 49th St (RBB)  
PO Box 149347  
Austin TX 78756  
United States

**Fax:** 512/458-7442  
**Email:** invoices@dshs.texas.gov

**Purchaser:** Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition #0000236982

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

Delivery: 3 - 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

Quote #: Shopping Cart

Agency Contact:  
Gracie Flores @ 817-264-4655  
gracie.flores@dshs.texas.gov

Requester Contact:  
Samuel Savala samuel.savala@dshs.texas.gov or  
Luis Rodriguez - (817) 264-4520 - Luis.Rodriguez@dshs.texas.gov

Purchaser:  
Veronica Alvarado @ 512-406-2505  
Veronica.Alvarado@hhs.texas.gov

VENDOR:  
ODP Business Solutions  
Richard Merten @ 832-477-6118  
stateoftexas@officedepot.com

OMNIA GPO and DSHS Contract # [REDACTED]

OMNIA GPO and ODP Business Solutions Contract [REDACTED]

PURCHASING METHOD: EX/0  
Purchase made under the Authority of Texas Government Code 2155.1441 for Health Care Purchasing including group purchasing programs.

REQUIREMENTS/LIMITATIONS:  
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

1-1	Gel Pens, Needle Point, 0.5 mm TUL GL	620-79	5.00 EA	14.83000	\$74.15	06/16/2023
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Austin TX 78756  
United States

**Fax:** 512/458-7442  
**Email:** invoices@dshs.texas.gov

**Purchaser:** Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Series Retractable , Silver Barrel, Black Ink, item# 1376686						
					<b>Schedule Total</b>	\$74.15	
					<b>Item Total for Line 1</b>	\$74.15	
2-1	Gel Pens, Fine Point, 0.5 mm, TUL GL Series Retractable Silver Barrel, Black Ink item#1373887	620-79	5.00	EA	14.29000	\$71.45	06/16/2023
					<b>Schedule Total</b>	\$71.45	
					<b>Item Total for Line 2</b>	\$71.45	
3-1	Pentel EnerGel Deluxe RTX Retractable Pens, Needle Point, 0.5 mm, Assorted Barrels, Black Ink, item# 737026	620-79	2.00	EA	8.99000	\$17.98	06/16/2023
					<b>Schedule Total</b>	\$17.98	
					<b>Item Total for Line 3</b>	\$17.98	
<b>Total PO Amount</b>						\$163.58	

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.

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**Authorized By**

Veronica Alvarado, CTCR, CTCM

**06/09/2023**