

# Health and Human Services Commission

## 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-3-0000319484</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> 06/13/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 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:** Vasquez Iii, Richard

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SP/E

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:**

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

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: Michael Ramirez  
Phone #: 210-531-8017  
Email: michael.ramirez1@hhs.texas.gov  
Bldg/Floor/Cubicle: Crockett Hall Nurses Station

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HHSC BUYER:  
Richard Vasquez  
richard.vasqueziii@hhs.texas.gov  
512-639-7327

QUOTE : ONLINE

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 #0000230209

1-1	ODB Composition Book, 7 1/2in x 9 3/4in, Wide-Ruled CC:78576 SPN:725163	615-15	40.00	EA	2.57000	\$102.80	06/20/2023
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**Schedule Total**                     \$102.80

ODB Composition Book, 7 1/2in x 9 3/4in, Wide-Ruled CC:78576 SPN:725163

**Item Total for Line 1**                     \$102.80

2-1	Post it Super Sticky Notes, 3in x 3in, Bali, 24 Pads CC:61562 SPN:393387	615-60	2.00	EA	24.49000	\$48.98	06/20/2023
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**Schedule Total**                     \$48.98

Post it Super Sticky Notes, 3in x 3in, Bali, 24 Pads CC:61562 SPN:393387

**Item Total for Line 2**                     \$48.98

3-1		615-60	10.00	EA	19.29000	\$192.90	06/20/2023
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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Pentel EnerGel Pearl Pens, 0.7mm, Needle Point, Ink, 12 CC:62080 SPN:523398						
<b>Schedule Total</b>						\$192.90	
	Pentel EnerGel Pearl Pens, 0.7mm, Needle Point, Ink, 12 CC:62080 SPN:523398						
<b>Item Total for Line 3</b>						\$192.90	
<b>Total PO Amount</b>						\$344.68	

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**

*Richard Vasquez III* CFO, CFCM

**06/15/2023**