

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-3-0000319581
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 06/13/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 6/14/2023
			Page 1
			Ship To: 5059 - Kerrville:721 Thompson Dr HEALTH & HUMAN SERVICES COMMISSION 721 Thompson Dr Kerrville TX 78028 United States

Vendor: 1742262229 4
PERRY OFFICE PRODUCTS INC
PO BOX 1200
TEMPLE TX 765031200
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: Burgess,Becky 512/406-2619

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO

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

DELIVERY: 6 Days After Receipt of PO

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday to Friday except designated State Holidays

AGENCY CONTACT:
Lee Clancy (830) 258-5211 h.clancy@hhs.texas.gov

HHSC BUYER:
Becky Burgess (512) 406-2619 becky.burgess@hhs.texas.gov

VENDOR:
Michelle Sandoval (254) 778-4755 michelles@perryop.com

QUOTE: SO-1523771

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: 233405 sourcing lines 1,2,3, 5, 6, 9, 10 and 11 only

1-1	Smead Poly Envelopes with String-Tie Closure, 1 1/4" Expansion, Letter Size, Clear, Pack Of 5 #SMD89521	615-41	10.00	B05	8.25000	\$82.50	06/20/2023
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Schedule Total	\$82.50
Item Total for Line 1	\$82.50

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2-1	Sliding Bar Report Covers, Clear/White, Pack Of 25 #UNV20564	615-31	2.00	B50	20.15000	\$40.30	06/20/2023
Schedule Total						<u>\$40.30</u>	
UOM should be pkg, cannot change							
Item Total for Line 2						<u>\$40.30</u>	
3-1	Poly Bound Presentation Book, 24 Pockets, Black, two per pack #B09SC1ZDH4	615-31	12.00	B24	15.95000	\$191.40	06/20/2023
Schedule Total						<u>\$191.40</u>	
UOM should be EACH, cannot change							
Item Total for Line 3						<u>\$191.40</u>	
4-1	JAM Paper Plastic 6-Pocket Expanding Folder, 1-1/2" Expansion, 9" x 13", Black #B06Y158DF3	615-41	4.00	EA	18.18000	\$72.72	06/20/2023
Schedule Total						<u>\$72.72</u>	
Item Total for Line 4						<u>\$72.72</u>	
5-1	Pendaflex Tabloid Recycled File Wallet - 11" x 17" - 875 Sheet Capacity - 3 1/2" Expansion - Brown - 10% Recycled #PFXB1060E	615-41	2.00	EA	13.23000	\$26.46	06/20/2023
Schedule Total						<u>\$26.46</u>	
Item Total for Line 5						<u>\$26.46</u>	
6-1	Astrobrights Colored Cardstock, 8.5" x 11", 65 lb., Happy Assortment, 250 Sheets Item #WAU21004	645-21	1.00	RM	21.30000	\$21.30	06/20/2023

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					Schedule Total	\$21.30	
	UOM should be each, cannot change				Item Total for Line 6	\$21.30	
7-1	Astrobrights Colored Print & Copy Paper, 8 1/2" x 11", 24 Lb, Neon Assortment, Ream Of 500 Sheets #WAU20270	645-21	1.00	RM	22.23000	\$22.23	06/20/2023
					Schedule Total	\$22.23	
					Item Total for Line 7	\$22.23	
8-1	Art Composition Hardcover Notebook, 7-1/2" x 9-3/4", Wide Ruled, 100 Pages (200 Sheets), Black, Pack Of 12 #MEA72936	615-15	3.00	DZ	48.20000	\$144.60	06/20/2023
					Schedule Total	\$144.60	
					Item Total for Line 8	\$144.60	
Total PO Amount						\$601.51	

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

Becky Engen, CTC

06/14/2023