

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-3-0000321611
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 07/11/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 2115 - Austin:909 W 45th St (DHB) HEALTH & HUMAN SERVICES COMMISSION 909 W 45th St (DHB) Ste 356 Austin TX 78751 United States
			Page 1

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@hhsc.state.tx.us

Purchaser: Evans,Jocelynn

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FREIGHT: F.O.B. Destination Freight Prepaid and Allowed

DELIVERY: 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

Ship Attention To:
Katie Glass

Agency Contact:
Name: Katie Glass
Email: katie.glass01@hhs.texas.gov
Phone: +1 (512) 206-4621

Purchaser Information:
Name: Jocelynn Evans
Phone #512-776-6233
Email Address: jocelynn.evans@hhs.texas.gov

VENDOR:
ODP BUSINESS SOLUTIONS LLC
VID: 1862161688
Email: StateofTexas@officedepot.com
Contact: Lisa Patton
713.878.2158

Omnia and Office Depot Contract Number R190303

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.

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

Requisition 0000238232

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1-1	OTM Essentials Foam Keyboard Wrist Rest, 22"L x 11"W x 1-1/2"H, Black Item #5703285 Manufacturer #OB-A3B	620-10	1.00	EA	19.99000	\$19.99	07/28/2023
Schedule Total						\$19.99	
Item Total for Line 1						\$19.99	
2-1	Cambridge® Limited® 30% Recycled Business Notebook, 8 1/2" x 11", 1 Subject, Legal Ruled, 80 Sheets, Black (06132) Item #703425 Manufacturer #06132	785-73	20.00	EA	6.78000	\$135.60	07/24/2023
Schedule Total						\$135.60	
Item Total for Line 2						\$135.60	
3-1	BIC® BU3 Grip RT Ball Pens, Medium Point, 1.0 mm, Clear Barrel, Black Ink, Pack Of 18 Pens Item #2028745 Manufacturer #BU3P18-BLK	620-80	2.00	EA	4.70000	\$9.40	07/24/2023
Schedule Total						\$9.40	
Item Total for Line 3						\$9.40	
4-1	2023-2024 Office Depot® Brand Monthly Academic Wall Calendar, 11" x 8-1/2", 30% Recycled, July 2023 to June	615-19	1.00	EA	7.19000	\$7.19	07/24/2023

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2024
Item #8230533
Manufacturer #ODUS2233-004

Schedule Total _____ \$7.19

Item Total for Line 4 _____ \$7.19

Total PO Amount \$172.18

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

Jocelynn Evans, CTCD

07/19/2023