Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via
Net 30	Prepaid & Allow	BEST WAY

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.

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.

Purchase Order **HHSTX-4-0000334146**

Date	Revision	Page
12/01/23		1

Ship To: 0293 - Beaumont:1090 S 4th St
HEALTH & HUMAN SERVICES COMMISSION
1090 S 4th St
Beaumont TX 77701
United States

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

Bill To: Invoice-HHSC Reg 05 ; Administ
HEALTH & HUMAN SERVICES COMMISSION
350 Pine St Flr 9
Beaumont TX 77701
United States

Fax: 409/951-3209
Email: Reg05_Admin_Services@hhsc.state.tx.us

Exempt Reason: GPO

Purchaser: Connell,Ron Lee

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

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

DELIVERY: 7-10 Business Days After Receipt of PO

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

SEND INVOICES VIA EMAIL TO: invoices@dshs.texas.gov / Romey.armstrong@dshs.texas.gov

AGENCY REQUESTER:
Katie Tatman
409-730-4012
Katie.Tatman@hhs.texas.gov

SHIP TO ATTN: Katie Tatman, 409-730-4012, Katie.Tatman@hhs.texas.gov

HHSC BUYER:
Ron Connell, CTCD
512-406-2666
Ron.Connell@hhs.texas.gov

Vendor Name: ODP Business Solutions
Contact: Austin Igweike
Phone #: (512) 815-5530
Email: stateoftexas@odpbusiness.com / Austin.Igweike@odpbusiness.com

Omnia and Office Depot Contract Number # R190303
Omnia Office Depot HHS Account Number # 46319643

PURCHASING METHOD: EX/0

Purchase made under the Authority of Texas Government Code 2155.1441 for Health Care Purchasing including group purchasing programs.

Not to Exceed $50,000.00

REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2024 funding.

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

To receive payment, a contractor must submit an invoice to the state agency receiving the goods or services. The invoice should include, but is not

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limited to including:
(1) the contractor's mailing and e-mail (if applicable) address;
(2) the contractor's telephone number;
(3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
(4) the state agency's name, agency number, and delivery address;
(5) the state agency's purchase order number, if applicable;
(6) the contract number or other reference number, if applicable;
(7) a valid Texas identification number (TIN) issued by the comptroller;
(8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
(9) unit numbers corresponding to the amount of the invoice;
(10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
(11) other relevant information supporting and explaining the payment requested.

Requisition #0000245412

1-1	Custom 2000 PLUS® Self-Inking Stamp, P30, 11/16" x 1-13/16" Impression, #666632, Custom Stamp with Phone Number "409-730-4002"	615-77	1.00	EA	21.99000	$21.99	12/15/2023

Schedule Total $21.99

Item Total for Line 1 $21.99

Total PO Amount $21.99

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

12/01/2023