Health and Human Services Commission

Purchase Order

Dispatch via Print

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

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Purchase Order **HHSTX-4-0000334189**

Date	Revision	Page
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Ship To: 6079 - San Antonio:6711 S New Brau
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels Ave
Ste 500
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

Exempt Reason: GPO

Purchaser: Reyes,Jeffrey Alexander

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: 14 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 when the Warehouse is closed.

Please call Agency Delivery Contact to schedule delivery 24 hours prior to arrival.

AGENCY DELIVERY CONTACT:
POC: Kimberly Bethany
POC email: Kimberly.bethany@hhs.texas.gov
POC phone: 210-531-5393

HHSC BUYER:
Jeffrey Reyes CTCD
Jeffrey.reyes@hhs.texas.gov

VENDOR:
ODP BUSINESS SOLUTIONS LLC
Richard Merten
(832) 477-6118
stateoftexas@odpbusiness.com

FY24
OMNIA GPO and HHS Contract # HHS000840200001

OMNIA GPO and ODP Contract # R190303

Account#[redacted]

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

FY24 Funding

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

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Exempt Reason: GPO

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Requisition #247088							
1-1	Fellowes® Nonmagnetic Desktop Copyholder, Black Item #809418	605-10	2.00	EA	12.74000	$25.48	12/01/2023
					Schedule Total	$25.48	
					Item Total for Line 1	$25.48	
2-1	Office Depot® Brand Transparent Plastic Ruler For Binders, 12", Assorted Colors Item #720461	615-79	4.00	EA	.44000	$1.76	12/01/2023
					Schedule Total	$1.76	
					Item Total for Line 2	$1.76	
3-1	Swingline® Optima® 45 Electric Stapler Value Pack Item #179230	445-30	2.00	EA	87.74000	$175.48	12/01/2023
					Schedule Total	$175.48	
					Item Total for Line 3	$175.48	
4-1	DYMO® Label Writer 550 Turbo Label Printer Item #5567604	204-80	3.00	EA	135.99000	$407.97	12/01/2023
					Schedule Total	$407.97	

Contractor: Office Depot LLC

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Exempt Reason: GPO

Purchaser: Reyes,Jeffrey Alexander

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

Address: PO BOX 660113
Number: 1-800-463-3768
SME/Lead Contact: Geral Rhoder
Lead email: geral.rhoder@hhs.texas.gov
Lead phone: 210-531-3700

POC/Invoice Contact: Kimberly Bethany
POC email: Kimberly.bethany@hhs.texas.gov
POC phone: 210-531-5393

SHIP to ATTN:
Warehouse, Deliver to Admin Bldg 669
Delivery Contact: Kimberly Bethany

Item Total for Line 4 $407.97

5-1	Alliance® Rubber Advantage® Rubber Bands, 7" x 1/8", Natural Crepe, Bag Of 200 Item #865019	616-77	2.00	EA	9.88000	$19.76	12/01/2023

Schedule Total $19.76

Item Total for Line 5 $19.76

6-1	Post-it® Super Sticky Notes, 1-7/8 in x 1-7/8 in, 18 Pads, 90 Sheets/Pad, 2x the Sticking Power, Energy Boost Collection Item #8537537	785-76	2.00	EA	10.89000	$21.78	12/01/2023

Schedule Total $21.78

Item Total for Line 6 $21.78

Total PO Amount $652.23

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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

Jeffrey A Reyes, CTCD

12/01/2023