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-4-0000334581**

Date	Revision	Page
12/07/23		1

Ship To: 5059 - Kerrville:721 Thompson Dr
HEALTH & HUMAN SERVICES COMMISSION
721 Thompson Dr
Kerrville TX 78028
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: Olvera,Marissa Ann

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: 5 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:H. Lee Clancy - Administrative Assistant III
H.Clancy@hhsc.state.tx.us
830-258-5211

HHSC BUYER:
Marissa Olvera
marissa.olvera1@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

Requisition # 0000249362

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Item #102015, Post-it® Super Sticky Easel Pads, 25" x 30", White, Pack Of 6 Pads	615-60	1.00	B06	109.99000	$109.99	12/13/2023
					Schedule Total	$109.99	
					Item Total for Line 1	$109.99	
2-1	Item # 456371, Sharpie® Flip Chart¿ Markers, Assorted, Pack Of 8	615-60	2.00	SET	6.52000	$13.04	12/13/2023
					Schedule Total	$13.04	
					Item Total for Line 2	$13.04	
3-1	Item # 810360, Post-it® Durable Filing Tabs, 2", Assorted Colors, Pack Of 24	615-60	10.00	PCK	5.24000	$52.40	12/13/2023
					Schedule Total	$52.40	
					Item Total for Line 3	$52.40	
4-1	Item # 951774, Realspace¿ Magnetic Dry-Erase Whiteboard, 36" x 48", Silver Frame	615-60	1.00	EA	80.63000	$80.63	12/13/2023
					Schedule Total	$80.63	
					Item Total for Line 4	$80.63	
5-1	Item # 9831532, ScotchBlue¿ Original Painter's Tape, 1.88" x 60 yd, Blue, Pack Of 3	615-60	1.00	C03	38.99000	$38.99	12/13/2023
					Schedule Total	$38.99	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					Item Total for Line 5	$38.99	
6-1	Item # 656096, Office Depot® Brand Mobile File Box, Large, Letter Size, 11-5/8"H x 13-13/6"W x 10"D, Clear/Blue	615-60	1.00	EA	9.23000	$9.23	12/13/2023
					Schedule Total	$9.23	
					Item Total for Line 6	$9.23	
7-1	Item # 391600, Carl® RT-200 Rotary Paper Trimmer, 12"	615-60	1.00	EA	51.99000	$51.99	12/13/2023
					Schedule Total	$51.99	
					Item Total for Line 7	$51.99	
8-1	Item # 723314, SKILCRAFT® Heavy-Duty 3-Hole Paper Punch, 3"H x 5 1/2"W x 10 4/5"D, Black (AbilityOne 7520-01-620-3315)	615-60	1.00	EA	49.99000	$49.99	12/13/2023
					Schedule Total	$49.99	
					Item Total for Line 8	$49.99	
9-1	Item # 933390, Avery® Preprinted Laminated Tab Dividers, Copper Reinforced Holes, A-Z Tabs, 8 1/2" x 11"	615-60	3.00	PCK	5.56000	$16.68	12/13/2023
					Schedule Total	$16.68	
					Item Total for Line 9	$16.68	
10-1	Item # 1378531, Office Depot® Brand Expanding File, 1-31, 31 Pockets, Letter	615-60	2.00	EA	12.12000	$24.24	12/13/2023

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Size, 1-3/4" Expansion, 30% Recycled, Brown						
					Schedule Total	$24.24	
					Item Total for Line 10	$24.24	
11-1	Item # 475144, Office Depot® Brand Table Of Contents Customizable Index With Preprinted Tabs, Multicolor, A-Z	615-60	5.00	EA	2.42000	$12.10	12/13/2023
					Schedule Total	$12.10	
					Item Total for Line 11	$12.10	
					Total PO Amount	$459.28	

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

Marissa Olvera

12/07/2023