Department of State Health Services

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-4-0000334721**

Date	Revision	Page
12/11/23		1

Ship To: 4546 - Austin:1100 W 49th St (DBGL
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (DBGL)
PO Box 149347
Austin TX 78756
United States

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

Bill To: Invoice-DSHS Fiscal Claims
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (RBB)
PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Exempt Reason: GPO

Purchaser: Alvarado,Veronica

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

FY24 Purchase / Requisition #0000249844

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

Delivery: 5 - 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

Quote #: Shopping Cart

Agency Contact:
Tami Kenroy @ 512-776-3293
tami.kenroy@dshs.texas.gov

Requester INFO:
Virginia Flores @ 512-776-7587
Virginia.Flores@dshs.texas.gov

FOR DSHS INTERNAL DELIVERY INFO:
BUILDING: Laboratory L114
FLOOR: 6th, RM L641
CONTACT: Virginia Flores

Purchaser:
Veronica Alvarado @ 512-406-2505
Veronica.Alvarado@hhs.texas.gov

VENDOR:
ODP Business Solutions
Richard Merten @ 832-477-6118
stateoftexas@officedepot.com

OMNIA GPO and DSHS Contract # [redacted]

OMNIA GPO and ODP Business Solutions Contract [redacted]

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. FY2024 funding.

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Exempt Reason: GPO

Purchaser: Alvarado,Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	ITEM# 323097, ADVANTUS TAPE HEAD CLEANING PADS, 5" X 5", WHITE, BOXOF 80, MFR# REARR1301	207-25	2.00	BOX	20.99000	$41.98	12/18/2023
					Schedule Total	$41.98	
					Item Total for Line 1	$41.98	
2-1	ITEM# 699488, ADAMS® VOICEMAIL LOG BOOK, 8 1/4" X 8 1/2", 120 PAGES, WHITE/CANARY YELLOW, MFR# S8796	615-62	4.00	EA	9.09000	$36.36	12/18/2023
					Schedule Total	$36.36	
					Item Total for Line 2	$36.36	
					Total PO Amount	$78.34	

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 Veronica Alvarado, CTCN, CTCM **12/11/2023**