

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-4-0000336203
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 01/08/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 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: Connell,Ron Lee

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: 7-10 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: SAHAccounting@dshs.texas.gov

AGENCY REQUESTER:
H. Lee Clancy
830-258-5211
H.Clancy@hhs.texas.gov

SHIP TO ATTN: H. Lee Clancy, 830-258-5211, H.Clancy@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

Vendor in order to get your Invoices paid:

- 1) Send Invoice. Please note: Invoice must match our PO \$ amount, also must match the same goods/services that are on PO.
- 2) Send PO.
- 3) Send both; Invoice PO to: SAHAccounting@dshs.texas.gov or fax to: 210-531-7883
- 4) On our side, once confirmed goods/services have been received, also check that invoice matches or equals the PO \$ amount goods/services, then payment will be made within 30 days.

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

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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

Requisition #0000251807

1-1	#756680,Smead® TUFF® Pocket File Pockets, End-Tab, Letter Size, 7" Expansion, 30% Recycled, Red, Box Of 5	615-41	4.00	B05	37.09000	\$148.36	01/18/2024
Schedule Total						\$148.36	
Item Total for Line 1						\$148.36	
2-1	#601066, DYMO® LT 10697 Black-On-White Tape, 0.5" x 13', Pack Of 2	615-60	3.00	PCK	5.76000	\$17.28	01/09/2024
Schedule Total						\$17.28	
Item Total for Line 2						\$17.28	
3-1	#7939717, Smead® ETYJ Color-Coded Year Labels, SMD68324, 3/4" x 1-1/2", Gold, Roll Of 500 Labels	615-39	1.00	C5C	24.99000	\$24.99	01/11/2024
Schedule Total						\$24.99	
Item Total for Line 3						\$24.99	
Total PO Amount						\$190.63	

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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



01/08/2024