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-4-0000337571**

Date	Revision	Page
01/29/24		1

Ship To: 0227 - Austin:701 W 51st St
HEALTH & HUMAN SERVICES COMMISSION
701 W 51st St
PO Box 149030
Ste 215
Austin TX 78751
United States

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

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhsc.state.tx.us

Exempt Reason: GPO

Purchaser: Ogle,Tracie L

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

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid 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

AGENCY CONTACT:
Jessica Rosa
PHONE: 512.789.9596
EMAIL: jessica.rosa@hhs.texas.gov

Please email valid invoice including this Purchase Order to:
HHSC_AP@hhs.texas.gov

HHSC BUYER:
Tracie Ogle, CTCD, CTCM
512-776-2326
Tracie.Ogle@hhs.texas.gov

VENDOR:
ODP Business
Omnia and Office Depot Contract Number R190303
Omnia Office Depot HHS Account Number # 46319643

ODP Account Rep (Omnia TXMAS):
Richard Merten
richard.merten@odpbusiness.com
(832) 477-6118
for vendor email stateoftexas@officedepot.com
PURCHASING METHOD: SP/E
Not to Exceed $10,000.00

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

Requisition: 0000253758

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Exempt Reason: GPO

Purchaser: Ogle,Tracie L

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Avalon Bottom Loading Water Cooler Water Dispenser - 3 Temperature Settings - Hot, Cold & Room Water, Durable Stainless Steel Construction - UL/Energy Star Approved	225-30	1.00	EA	222.29000	$222.29	02/12/2024

Schedule Total $222.29

Item Total for Line 1 $222.29

Total PO Amount $222.29

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

Tracie Ogle, CTCD

01/29/2024