

# Department of State Health Services

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Dest. Prepaid & Add	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-4-0000340747</b>
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.			<b>Date</b> 03/13/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 1902 - Temple:2408 S 37th St DEPARTMENT OF STATE HEALTH SERVICES 2408 S 37th St Temple TX 76504 United States

**Vendor:** 1742262229 4  
PERRY OFFICE PRODUCTS INC  
PO BOX 1200  
TEMPLE TX 765031200  
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:** N/A

**Purchaser:** Burns,Debra A

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 CLASS ITEM 425-21 425-60 410-24 931-45  
SCOR DSHS Division RLHO  
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Add

DELIVERY: 5-6 WEEKS 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:  
\*\*\*PACKING LIST REQUIRED TO SHOW PO NUMBER AND ATTN CONTACT INFO \*\*\*  
SHIP TO ATTN Heather Clark 254-771-6799 Heather.Clark@dshs.texas.gov  
Deputy Regional Director Carol Davis 254-771-6751 carol.davis@dshs.texas.gov  
Contact at region Alternative Penny Jones 254-771-6739 penny.jones@dshs.texas.gov  
Ship to Code: 1902

Accounts Payable contact information  
DSHS Invoices: Invoices@dshs.texas.gov;  
DSHS Payment Status: Payments@dshs.texas.gov  
DSHS AP Manager: Felica Poston 512-776-2288

Bill to code 3063 (Central Office accounting)  
Questions related to invoices and payments-contact is Penny Jones at 254-771-6739. Penny.Jones@dshs.texas.gov

HHSC BUYER:  
Debra Burns, CTPM  
Direct: 512) 406-2564 CELL 832-818-3936  
Debra.Burns@hhs.texas.gov

VENDOR:  
VID 17422622294  
VENDOR PERRY OFFICE PRODUCTS INC  
Perry Office Plus  
ADDRESS 1401 N Third St Temple, TX 76501  
CONTACT Tiffany Teague  
PH 254-778-4755  
EMAIL tiffanyt@perryop.com

TERMS NET 30

Informal IFB # HHS0000256987

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**Purchaser:** Burns, Debra A

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AWARD PER SOLCITATION RESPOSE

PURCHASING METHOD: OM/F  
Texas Government Code 2156.063  
Not to Exceed \$25,000

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 0000256987

1-1	Desk Laminate 60W x 30D x 29H Double Pedestal 6-Drawer Color Slate Teak 6030 2-BBF LS1 Item HLPLDS6030BBFLMOD	425-21	8.00	EA	627.18000	\$5,017.44	06/01/2024
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**Schedule Total**                     \$5,017.44

Rectangular Top, Full Modesty Panel, 6-Drawer 2-Ea Locking Drawers, Two-3in Dia Grommets Back Corners, Floor Leveling Feet

**Item Total for Line 1**                     \$5,017.44

2-1	Desk Laminate 60W x 30D x 29H Double Pedestal 6-Drawer Color Slate Teak 6030 2-BBF LS1 Item HLPLDS6030BBFLMOD	425-21	8.00	EA	627.18000	\$5,017.44	06/01/2024
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**Schedule Total**                     \$5,017.44

Rectangular Top, Full Modesty Panel, 6-Drawer 2-Ea Locking Drawers, Two-3in Dia Grommets Back Corners, Floor Leveling Feet

**Item Total for Line 2**                     \$5,017.44

3-1	Chair Mesh Back with Adjustable Arms Task Seat Color Apex Basalt APX25 Black Frame Flexion Item HFXT1 HON	425-60	8.00	EA	413.76000	\$3,310.08	06/01/2024
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**Schedule Total**                     \$3,310.08

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**Exempt Reason:** N/A

**Purchaser:** Burns,Debra A

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
one-touch seat height adjustment, 4-Point seat suspension, Adjustable seat height and Tilt lock Dimensions 25 Depth 27-7/8 W 42.5 H, 17-3/8 Seat Depth, 19-1/8 Seat Width, 18.75 Back Width, 24 Back Height, Seat to Floor 15-19-5/8, 16.5-18-5/8 Usable Seat Depth							
<b>Item Total for Line 3</b>						\$3,310.08	
4-1	Chair Mesh Back with Adjustable Arms Task Seat Color Apex Basalt APX25 Black Frame Flexion Item HFXT1 HON	425-60	13.00	EA	413.76000	\$5,378.88	06/01/2024
<b>Schedule Total</b>						\$5,378.88	
one-touch seat height adjustment, 4-Point seat suspension, Adjustable seat height and Tilt lock Dimensions 25 Depth 27-7/8 W 42.5 H, 17-3/8 Seat Depth, 19-1/8 Seat Width, 18.75 Back Width, 24 Back Height, Seat to Floor 15-19-5/8, 16.5-18-5/8 Usable Seat Depth							
<b>Item Total for Line 4</b>						\$5,378.88	
5-1	Floor Screen Wood Frame 47Wx59H Fab Middle Grey-Dox 52 Legs Casters Softline Item HUVSLFS4759LC	410-24	2.00	EA	1067.10000	\$2,134.20	06/01/2024
<b>Schedule Total</b>						\$2,134.20	
Base Steel lacquered in Black, 2" thick, Frame Content Pine, Core Content Mineral Wool, E ach screen ships with one in-line connector							
<b>Item Total for Line 5</b>						\$2,134.20	
6-1	Shipping-Freight-Delivery Installation UOM IS LOT DEPARTMENT OF STATE HEALTH SERVICES 2408 S 37th St Temple, TX 76504	931-45	1.00	EA	2160.00000	\$2,160.00	06/01/2024
<b>Schedule Total</b>						\$2,160.00	
<b>Item Total for Line 6</b>						\$2,160.00	
<b>Total PO Amount</b>						\$23,018.04	

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**Exempt Reason:** N/A

**Purchaser:** Burns, Debra A

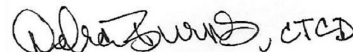
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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services 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**



**03/13/2024**