

# 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-4-0000341724</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> 03/25/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 1899 - Lubbock:6302 Iola Ave HEALTH & HUMAN SERVICES COMMISSION 6302 Iola Ave Lubbock TX 79424 United States

**Vendor:** 1943419039 3  
4IMPRINT CORPORATE PROGRAMS LLC  
101 COMMERCE ST  
OSHKOSH WI 549014864  
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 037-52 966-42 962-86  
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: 10-15 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:  
\*\*\*PACKING LIST REQUIRED TO SHOW PO NUMBER AND ATTN CONTACT INFO \*\*\*  
SHIP TO ATTN De La Cruz,Veronica Marie 806.783.6409 Cell 806.407.0540 veronica.delacruz@dshs.texas.gov  
Purchase Contact Lori Dye 806-783-6474 Lori.dye@dshs.texas.gov  
6302 Iola Avenue Lubbock, TX 79424  
Bldg/Floor/Cubicle: Deliver to HHSC back of building

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

Invoice/Payment Contact (DSHS Internal Only)  
Jennifer Davis  
HSR01.Budget@dshs.texas.gov  
806-783-6471

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

VENDOR:  
vid 1943419039  
VENDOR 4IMPRINT CORPORATE PROGRAMS LLC  
Contact: Chris Tease  
EMAIL ctease@4imprint.com  
Phone 877-446-7746 Ext. 8471 Fax No.: 800-355-5043

TERMS NET 30

QUOTE 26767828 \*\*\*Artwork-Logo to be provided by requesters\*\*\*, QUOTE 26801131 PER ARTWORK

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**Purchaser:** Burns,Debra A

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\*\*\*PROOF REQUIRED\*\*\*

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 0000260841 AND 0000260995

1-1	Coloring Book Pencils Imprinted Black Artwork TBA Stress Relieving Adult Animals Item 132537-A-SET ***REQUISITION 0000260841***	037-52	100.00	EA	5.49000	\$549.00	04/15/2024
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**Schedule Total**                     \$549.00

24 perforated page paper book, Front page cover comes as standard size 10.5" H x 8" W Includes 10 colored pencils  
Artwork Instructions  
Product Color (Base, Trim): White,Multicolor  
Imprint Colors: Black  
Imprint Location: Front Bottom - Center

**Item Total for Line 1**                     \$549.00

2-1	Pencil Colored Sharpener Set Imprinted Black Artwork TBA Item 119591 ***REQUISITION 0000260841***	037-52	150.00	EA	1.99000	\$298.50	04/15/2024
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**Schedule Total**                     \$298.50

Wood pencils in cardboard tube with plastic cap Colors: Light Blue, Dark Blue, Purple, Maroon, Pink, Red, Orange, Yellow, Dark Green, Green, Black and Brown. Pre-sharpened pencils, Includes pencil sharpener, Size 4" H and 1-3/8" Dia Pencils 3.25" long  
Artwork Instructions  
Product Color (Base, Trim): Translucent Red,Brown  
Imprint Colors: Black  
Imprint Location: Cap

**Item Total for Line 2**                     \$298.50

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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
3-1	FEE IMPRINT Set up Charge LINE 1 Coloring Book ***REQUISITION 0000260841***	966-42	1.00	EA	30.00000	\$30.00	04/15/2024
<b>Schedule Total</b>						<u>\$30.00</u>	
<b>Item Total for Line 3</b>						<u>\$30.00</u>	
4-1	Shipping-Freight per Quote Line 1-2 UOM IS LOT ***REQUISITION 0000260841***	962-86	1.00	EA	65.89000	\$65.89	04/15/2024
<b>Schedule Total</b>						<u>\$65.89</u>	
<b>Item Total for Line 4</b>						<u>\$65.89</u>	
5-1	FEE IMPRINT Set up Charge LINE 2 Pencil Colored ***REQUISITION 0000260841***	966-42	1.00	EA	50.00000	\$50.00	04/15/2024
<b>Schedule Total</b>						<u>\$50.00</u>	
<b>Item Total for Line 5</b>						<u>\$50.00</u>	
6-1	Magnet Business Card Spanish Imprinted Full Color Message 30 mil 2x3.5 Item 16045 ***REQUISITION 0000260995***	037-52	500.00	EA	.20000	\$100.00	04/15/2024
<b>Schedule Total</b>						<u>\$100.00</u>	
Laminated paper surface, Square corners Artwork Instructions Product Color (Base, Trim): White,White Imprint Colors: Full Color Imprint Location: Front							
<b>Item Total for Line 6</b>						<u>\$100.00</u>	
7-1		037-52	1000.00	EA	.20000	\$200.00	04/15/2024

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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
	Magnet English Business Card Imprinted Full Color Message 30 mil 2x3.5 Item 16045 ***REQUISITION 0000260995***						
					<b>Schedule Total</b>	\$200.00	
	Laminated paper surface, Square corners Artwork Instructions Product Color (Base, Trim): White,White Imprint Colors: Full Color Imprint Location: Front						
					<b>Item Total for Line 7</b>	\$200.00	
8-1	FEE IMPRINT Set up Charge ***REQUISITION 0000260995***	966-42	2.00	EA	10.00000	\$20.00	04/15/2024
					<b>Schedule Total</b>	\$20.00	
					<b>Item Total for Line 8</b>	\$20.00	
9-1	Shipping-Freight Per Quote UOM IS LOT ***REQUISITION 0000260995***	962-86	1.00	EA	37.83000	\$37.83	04/15/2024
					<b>Schedule Total</b>	\$37.83	
					<b>Item Total for Line 9</b>	\$37.83	
<b>Total PO Amount</b>						\$1,351.22	

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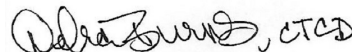
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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services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



**03/25/2024**