

Department of State Health Services

Purchase Order

Dispatch via Print

| | | | |
|--|---|-----------------------------|---|
| Payment Terms Net 30 | Freight Terms Prepaid & Allow | Ship Via BEST WAY | Purchase Order HHSTX-4-0000346080 |
| 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 05/09/24 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States |
| | | | Page 1 |

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: Torres, Joseph Ryan

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

FREIGHT: F.O.B. Destination Freight Prepaid and 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:
Haley Valdez
512-776-7376
haley.valdez@dshs.texas.gov

HHSC BUYER:
Joseph Torres, CTCD, CTCM
512-406-2413
Joseph.Torres@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
stateoftexas@officedepot.com

OMNIA GPO and HHS Contract # HHS000840200001

OMNIA GPO and Office Depot Contract # R190303
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.
Invoice per 34 TAC §20.487, amended effective May 1, 2022
Requisition: 537-263822

| | | | | | | |
|-----|--|--------|---------|----------|---------|------------|
| 1-1 | Post-it® Super StickyNotes, 3 in x 3 in, 24 Pads,70 Sheets/Pad, 2x theSticking Power, EnergyBoost Collection | 615-62 | 1.00 EA | 17.38000 | \$17.38 | 05/23/2024 |
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| Schedule Total | | | | | | | \$17.38 |
| Item Total for Line 1 | | | | | | | \$17.38 |
| 2-1 | Post-it Super Sticky Notes,4 in x 4 in, 6 Pads, 90Sheets/Pad, 2x the StickingPower, Canary Yellow,Lined Item # 504792 | 615-62 | 2.00 | EA | 9.41000 | \$18.82 | 05/23/2024 |
| Schedule Total | | | | | | | \$18.82 |
| Item Total for Line 2 | | | | | | | \$18.82 |
| 3-1 | Medium Point, 0.7 mm, Black/Blue Barrel, Blue Ink, Pack Of 12 Pens Item # 8013496 | 620-80 | 1.00 | EA | 9.89000 | \$9.89 | 05/23/2024 |
| Schedule Total | | | | | | | \$9.89 |
| Item Total for Line 3 | | | | | | | \$9.89 |
| 4-1 | TUL® GL Series Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barrel, Black Ink, Pack Of 12 Pens Item # 1373923 | 620-80 | 2.00 | EA | 12.99000 | \$25.98 | 05/23/2024 |
| Schedule Total | | | | | | | \$25.98 |
| Item Total for Line 4 | | | | | | | \$25.98 |
| 5-1 | Pentel® EnerGel _z RTX Retractable Liquid Gel Pens, Fine Point, 0.5 mm, 54% Recycled, Blue, Pack Of 12 Pens Item # 6330442 | 620-90 | 1.00 | EA | 21.49000 | \$21.49 | 05/23/2024 |
| Schedule Total | | | | | | | \$21.49 |
| Item Total for Line 5 | | | | | | | \$21.49 |

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|------------------------------|---|------------|----------|-----|----------|--------------|------------|
| 6-1 | Sharpie® Accent® Pocket Highlighters, Chisel Tip, Assorted, Pack Of 12 Item # 755290 | 620-90 | 1.00 | EA | 6.49000 | \$6.49 | 05/23/2024 |
| Schedule Total | | | | | | \$6.49 | |
| Item Total for Line 6 | | | | | | \$6.49 | |
| 7-1 | Sharpie® Accent® Tank- Style Highlighters, Chisel Tip, Assorted Colors, Pack Of 12 Item # 755263 | 615-62 | 1.00 | EA | 6.86000 | \$6.86 | 05/23/2024 |
| Schedule Total | | | | | | \$6.86 | |
| Item Total for Line 7 | | | | | | \$6.86 | |
| 8-1 | Office Depot® Brand Writing Pads, 8-1/2" x 11- 3/4", Legal/Wide Ruled, 50 Sheets, White, Pack Of 12 Pads Item # 305466 | 615-62 | 1.00 | EA | 7.62000 | \$7.62 | 05/23/2024 |
| Schedule Total | | | | | | \$7.62 | |
| Item Total for Line 8 | | | | | | \$7.62 | |
| 9-1 | Office Depot® Brand Professional Writing Pads, 8 1/2" x 11 3/4", Legal/Wide Ruled, 50 Sheets, Canary, Pack Of 8 Item # 625502 | 615-60 | 1.00 | EA | 9.75000 | \$9.75 | 05/23/2024 |
| Schedule Total | | | | | | \$9.75 | |
| Item Total for Line 9 | | | | | | \$9.75 | |
| 10-1 | Swingline® Eco Version Standard Stapler, 15 Sheets Capacity, Black Item # | 615-60 | 1.00 | EA | 5.29000 | \$5.29 | 05/23/2024 |

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| | 908210 | | | | | | |
| | | | | | Schedule Total | \$5.29 | |
| | | | | | Item Total for Line 10 | \$5.29 | |
| 11-1 | Duracell® Coppertop AAAAlkaline Batteries, Pack Of20 Item # 587526 | 615-60 | 1.00 | EA | 10.99000 | \$10.99 | 05/23/2024 |
| | | | | | Schedule Total | \$10.99 | |
| | | | | | Item Total for Line 11 | \$10.99 | |
| 12-1 | Duracell® Coppertop AAAlkaline Batteries, Box Of36 Item # 1385290 | 615-62 | 1.00 | EA | 25.84000 | \$25.84 | 05/23/2024 |
| | | | | | Schedule Total | \$25.84 | |
| | | | | | Item Total for Line 12 | \$25.84 | |
| 13-1 | Office Depot® BrandErasable Big Tab Dividers,8-Tab, White, Pack Of 2Sets Item # 627394 | 615-62 | 1.00 | EA | 1.69000 | \$1.69 | 05/23/2024 |
| | | | | | Schedule Total | \$1.69 | |
| | | | | | Item Total for Line 13 | \$1.69 | |
| 14-1 | Post-it® Notes DurableFiling Tabs, 2", AssortedColors, 24 Tabs Per Pack Item # 828342 | 615-43 | 2.00 | EA | 1.89000 | \$3.78 | 05/23/2024 |
| | | | | | Schedule Total | \$3.78 | |
| | | | | | Item Total for Line 14 | \$3.78 | |
| 15-1 | Redi-Tag See Note ArrowPage Flags On | 620-86 | 2.00 | EA | 4.99000 | \$9.98 | 05/23/2024 |

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| | Clip-OnHolder, 1 3/4" x 15/32",Assorted Neon Colors,Pack Of 125 Item # 572621 | | | | | Schedule Total | \$9.98 |
| | | | | | | Item Total for Line 15 | \$9.98 |
| 16-1 | Office Depot® BrandHanging Folders, LetterSize, 1/5 Tab Cut, BrightGreen, Box Of 25 Item # 1383769 | 615-43 | 1.00 | EA | 8.49000 | \$8.49 | 05/23/2024 |
| | | | | | | Schedule Total | \$8.49 |
| | | | | | | Item Total for Line 16 | \$8.49 |
| 17-1 | EXPO® Dry-Erase StarterKit, Low Odor, Chisel-Tip,Assorted Ink Colors, PackOf 4 Markers Item # 869832 | 620-90 | 2.00 | EA | 7.99000 | \$15.98 | 05/23/2024 |
| | | | | | | Schedule Total | \$15.98 |
| | | | | | | Item Total for Line 17 | \$15.98 |
| 18-1 | Office Depot® BrandClassification Folders, 21/2" Expansion, Legal Size,2 Dividers, 100% Recycled,Light Green, Pack Of 5Folders Item # 1402921 | 615-45 | 4.00 | EA | 30.09000 | \$120.36 | 05/23/2024 |
| | | | | | | Schedule Total | \$120.36 |
| | | | | | | Item Total for Line 18 | \$120.36 |
| 19-1 | Office Depot® Brand Tab-View Extra-Capacity Box-Bottom Hanging Folders,Letter Size (8-1/2" x 11"),2" Expansion, Green, BoxOf 25 Item # 1378108 | 615-43 | 1.00 | EA | 13.52000 | \$13.52 | 05/23/2024 |
| | | | | | | Schedule Total | \$13.52 |

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| Item Total for Line 19 | | | | | | \$13.52 | |
| 20-1 | Office Depot® Brand 2-Tone File Folders, 1/3 Cut, Letter Size, Assorted JewelTone Colors, Box Of 100 Item # 542263 | 615-45 | 1.00 | EA | 28.25000 | \$28.25 | 05/23/2024 |
| Schedule Total | | | | | | \$28.25 | |
| Item Total for Line 20 | | | | | | \$28.25 | |
| 21-1 | Quality Park® Dab-n-SealEnvelope Moistener Item # 332013 | 615-51 | 1.00 | EA | 1.79000 | \$1.79 | 05/23/2024 |
| Schedule Total | | | | | | \$1.79 | |
| Item Total for Line 21 | | | | | | \$1.79 | |
| 22-1 | Office Depot® Multi-UsePrinter & Copy Paper, White, Letter (8.5" x 11"), 5000 Sheets Per Case, 20Lb, 92 Brightness Item # 348037 | 600-38 | 4.00 | EA | 67.35000 | \$269.40 | 05/23/2024 |
| Schedule Total | | | | | | \$269.40 | |
| Item Total for Line 22 | | | | | | \$269.40 | |
| Total PO Amount | | | | | | \$639.64 | |

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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

Joseph Torres, CTCD

05/09/2024