

Contract Summary

OFFICE SUPPLIES

AWARDED SUPPLIER: Tejas Office Supplies

CONTRACT NUMBER: K-18-01016

Effective Date: September 1, 2018

Expiration Date: August 31, 2023

Exclusive: Yes, core items

HUB Vendor: Yes

PRODUCTS AND SERVICES

This UH contract is for the purchase of office supplies. Tejas Office Supplies will provide all goods identified as core and non-core items. Tejas offers the ability to open accounts for all divisions and departments.

SUPPLIER CUSTOMER SERVICE CONTACT INFORMATION

Phone Number: 713-864-6004

Email Address: csr@tejasoffice.com

Website: <https://www.tejasoffice.com/thmTejHome.aspx>

PRICING

Tejas Office Supplies provides discounts on core and non-core items. Pricing information is available once an account is set up and an account user is logged into the account.

HOW TO UTILIZE THE CONTRACT

In order to procure goods against this contract, divisions and departments should follow these steps:

1. Divisions and departments must request a Tejas user ID in order to log into the Tejas website. The form is located on the UH Finance website at <https://uh.edu/finance/pages/forms.htm>
2. Once the account is set up, the user can log into Tejas website to view the catalog and UH discount pricing. The catalog is located at <https://www.tejasoffice.com/thmTejHome.aspx>
3. All items offer discount pricing. Once logged into account, core items are identified with a paperclip which receive a larger discount.
4. After viewing the catalog, an order can be placed online or phone call.
5. There are no order minimums, no additional delivery charges and in most instances orders are delivered next day excluding weekends and holidays.
6. Orders could be paid by either p-card or vouchers.
7. Tejas will provide training to users to use the online ordering system.

ADDITIONAL INFORMATION

This contract summary describes the key elements of the agreement.

Contract Manager:

Usha Mathew

Assistant Vice President, University Controller