

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-5-0000360721
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 10/22/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 6079 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ave Ste 500 San Antonio TX 78223 United States
			Page 1

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Bill To: Invoice-DSHS Accounts Payable
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

Exempt Reason: WORKQUEST GOODS OR SERVICES

Purchaser: Torres, Joseph Ryan

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:
Marsha Ridyolph
210-561-3844
marsha.ridyolph@hhs.texas.gov

HHSC BUYER:
Joseph Torres, CTCD, CTCM
512-406-2413
Joseph.Torres@HHS.Texas.Gov

VENDOR:
WorkQuest, Inc.
512-451-8145
smartbuy@workquest.com

PURCHASING METHOD: EX/0
Purchase made under the Authority of Texas Government Code 2155.138 (WorkQuest/TIBH Set-Aside)
Term Contact: 615-S1
Term: 11/16/21 11/30/26
Smartbuy PO: 25012651

REQUIREMENTS/LIMITATIONS:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2025 funding.
Invoice per 34 TAC §20.487, amended effective May 1, 2022
Requisition 529-281436

1-1	Index Tabs, Daily 1-31, Multi-Color, Letter Sz White Hvy Wt	615-51	6.00	PKG	3.50000	\$21.00	11/05/2024
-----	--	--------	------	-----	---------	---------	------------

Schedule Total _____ \$21.00
Item Total for Line 1 _____ \$21.00

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-5-0000360721
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 10/22/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 6079 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ave Ste 500 San Antonio TX 78223 United States
			Page 2

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Bill To: Invoice-DSHS Accounts Payable
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

Exempt Reason: WORKQUEST GOODS OR SERVICES

Purchaser: Torres, Joseph Ryan

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

Total PO Amount \$21.00

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

10/22/2024