

# Department of State Health Services

## Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order		
Net 30	Prepaid & Allow	BEST WAY	HHSTX-2-0000278868		
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	Revision	Page
			12/31/21	1 - 12/31/2021	1
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States	

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

**Purchaser:** Farris,Lilly K 512/406-2452

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY22 Purchase

Procurement Type: Non-Competitive, Exempt (EX/0) Set-Aside

Requisition #: HHSTX-2-0000180108 Lines 2 3

See above for SHIP TO ADDRESS ON PO

AGENCY DELIVERY CONTACT:

Name: Patti Cloe  
Facility: HHSC Austin Office  
Phone #: 512-776-7770  
Email: patti.cloe@hhs.texas.gov

HHSC PCS CONTACT for Purchaser:

Lilly Farris, CTCD  
Phone: 512-406-2452  
Email: lilly.farris@hhs.texas.gov

Please find a copy of our standard terms and conditions attached.

VENDOR INFORMATION:

Vendor Name: WorkQuest  
Contact: Customer Service  
Phone: 512-451-8145

Quote #: TxSmartBuy Pricing

Freight Terms are FOB Destination Prepaid and Allowed/Add  
Terms: Net 30

Term Contract:

Contract #645-S1  
TxSmartBuy PO #22055521  
Estimated Deliver: 01-14-2022

WorkQuest Set-Aside - TGC 2155.441

12-31-21 Cancel Line 1 and send back to Requisition #180108 vendor is Fastenal  
TxSmartBuy PO #22055521 attached

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Wastebasket, 4 1-1/4Qt Black Large	485-94	1.00	EA	17.53000	\$0.00	CANCEL
<b>Schedule Total</b>						\$0.00	
<b>Item Total for Line 1</b>						\$0.00	
2-1	Calendar, Desk Pad, 22 x 17	615-19	5.00	EA	8.49000	\$42.45	01/14/2022
<b>Schedule Total</b>						\$42.45	
<b>Item Total for Line 2</b>						\$42.45	
3-1	Appointment Planner, Monthly, 8-7/8 X 11-1/4	615-19	5.00	EA	12.69000	\$63.45	01/14/2022
<b>Schedule Total</b>						\$63.45	
<b>Item Total for Line 3</b>						\$63.45	
<b>Total PO Amount</b>						\$105.90	

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

*Lilly Lania, CTCD*

**12/31/2021**