

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

|  |   |                             |   |
|--|---|-----------------------------|---|
| <b>Payment Terms</b><br>Net 30   | <b>Freight Terms</b><br>Prepaid & Allow | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-2-0000289357</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><br>05/24/22   |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br>6694 - Austin:1111 W North Loop<br>HEALTH & HUMAN SERVICES COMMISSION<br>1111 W North Loop<br>Austin TX 78756<br>United States |
|  |   |                             | <b>Page</b><br>1  |

**Vendor:** 1391837105 8  
4IMPRINT INC  
25303 NETWORK PL  
CHICAGO IL 606731253  
United States

**Bill To:** Invoice-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hhsc.state.tx.us

**Purchaser:** Mcmurtray,Nicole

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

FY22 General Goods  
Spot Purchase  
SP/E

Requisition #: HHSTX-2-0000198590

Agency Contact:  
Name: Nelda McCutchen  
Email: Nelda.McCutchen@hhs.texas.gov  
Phone: 512.426.2788

Purchaser Information:  
Name: Nikki McMurtray  
Phone #512-776-6190  
Email Address: Nikki.McMurtray@hhs.texas.gov

VID: 1391837105  
4IMPRINT INC  
Contact: Doug Freund  
Phone: 877-446-7746 Ext. 8440  
Email: dfreund@4imprint.com

Quotation Number: 22954522

Goods and/or services are to be delivered and invoiced after September 1, 2021.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

Deliver to SHIP TO ADDRESS ON PO Please include PO NUMBERS ON PACKING SLIPS, CARTONS, PACKAGES, BUNDLES, ETC.

Freight Terms are FOB Destination Prepaid and Allowed/Add.

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday thru Friday except designated State Holidays when the Warehouse is closed.

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|  |   |                             | <b>Page</b><br>2  |

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Austin TX 78751  
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**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hhsc.state.tx.us

**Purchaser:** Mcmurtray,Nicole

| Line-Sch                             | Inventory Item ID - Line Description      | Class/Item | Quantity | UOM | PO Price   | Extended Amt | Due Date   |
|--------------------------------------|---|------------|----------|-----|------------|--------------|------------|
| 1-1                                  | Standard 10' event tent                   | 312-83     | 17.00    | EA  | 395.00000  | \$6,715.00   | 05/31/2022 |
| <b>Schedule Total</b>                |   |            |          |     |            | \$6,715.00   |            |
| <b>Item Total for Line 1</b>         |   |            |          |     |            | \$6,715.00   |            |
| Item# 8921, Standard 10' Event Tent. |   |            |          |     |            |              |            |
| 2-1                                  | Serged Value closed-back table throw - 8' | 850-76     | 17.00    | EA  | 83.86000   | \$1,425.62   | 05/31/2022 |
| <b>Schedule Total</b>                |   |            |          |     |            | \$1,425.62   |            |
| <b>Item Total for Line 2</b>         |   |            |          |     |            | \$1,425.62   |            |
| 3-1                                  | Freight                                   | 963-57     | 1.00     | EA  | 1192.87000 | \$1,192.87   | 05/31/2022 |
| <b>Schedule Total</b>                |   |            |          |     |            | \$1,192.87   |            |
| <b>Item Total for Line 3</b>         |   |            |          |     |            | \$1,192.87   |            |
| <b>Total PO Amount</b>               |   |            |          |     |            | \$9,333.49   |            |

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.

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**Authorized By**

Nikki McMurtry, CTCP

05/27/2022