

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000291560</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> 09/01/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 4547 - Wichita Falls:6515 Kemp Blv HEALTH & HUMAN SERVICES COMMISSION 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States

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

**Bill To:** Terrell SH Whse  
HEALTH & HUMAN SERVICES COMMISSION  
1200 E Brin  
PO Box 70  
Terrell TX 75160  
United States

**Email:** DSHS.TSHBusinessOffice@dshs.texas.gov

**Purchaser:** Mcfadden,Danny 512/406-2671

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 funding  
EX/0 TGC 2155.138 Workquest  
Requisition 196192 Pricing per attached Quote  
PO Service Dates 9/1/22 to 8/1/23

Attached Terms and Conditions apply to this Purchase Order.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 8/31/23 are automatically canceled.

**Vendor Name:** WorkQuest  
**Vendor Address:** 1011 E 53rd 1/2 St  
**Vendor City Zip:** Austin, Texas 78751-1703  
**Vendor Contact:** Larry Sargee  
**Vendor Contact Phone:** 325-670-9110  
**Vendor Contact Email:** lsargee@workquesttx.com  
**Vendor TIN#:** 1741976051 1

**Contract Manager:** Drew Hardy  
**Contract manager phone:** 940-552-4055  
**Contract manager email:** drew.hardy@hhs.texas.gov

**SME Agency Contact:** Rita Cullar  
**SME Agency Contact phone:** 940-689-5383  
**SME Agency Contact email:** rita.cullar@hhs.texas.gov

**PCS Purchaser:** Danny McFadden  
**PCS Purchaser phone:** 512-406-2671  
**PCS Purchaser email:** danny.mcfadden@hhs.texas.gov

\*\*\*\*\*  
PCS Email PO to: rita.cullar@hhs.texas.gov / Lead Contact  
drew.hardy2@hhs.texas.gov / Contract Specialist  
stacy.ward@hhs.texas.gov  
michael.perez@hhs.texas.gov  
kimberly.novak@hhs.texas.gov  
dawna.fulford@hhs.texas.gov  
kimberly.hays@hhs.texas.gov

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\*\*\*\*\*  
 VENDORS SEND INVOICES VIA EMAIL TO: nth.accountspayable@hhsc.state.tx.us  
 PO BILL TO INFORMATION  
 TERRELL STATE HOSPITAL  
 ATTN: ACCOUNTING DEPARTMENT  
 P.O. BOX 70 / 1200 E BRIN / TERRELL, TEXAS 75160  
 CODE#: 5030  
 Email: nth.accountspayable@hhsc.state.tx.us  
 \*\*\*\*\*

MAIL TO INFORMATION: 4547  
 BUILDING: Warehouse  
 CONTACT: Rita Cullar  
 PHONE #: 940-689-5383  
 FAX#:  
 Email: rita.cullar@hhs.texas.gov  
 \*\*\*\*\*

**Justification**  
 For all laundry folding, counting, and wrapping. There are four (4) campuses serviced at the Wichita Falls Laundry Department, it is always imperative to keep linens available.

**SCOPE OF WORK**

North Texas State Hospital is requesting to establish a blanket requisition for services needed to complete all laundry folding, counting, and wrapping for the campuses of North Texas State Hospital.

Would include but not be limited to:

The Contractor shall provide- folding, counting, stacking and placing finished products in carts as stated: bath towels are to be folded and staggered in stacks of 10 until cart is full. Must keep count and mark each cart with total amount. Fitted sheets are to be folded and stacked neatly in laundry cart until full. Must keep count and mark each cart with total amount. Washcloths are to be laid out in stacks of 50 and wrapped. Must keep count and mark each cart with total amount. Bedspreads will be folded and wrapped individually, then placed in laundry cart marked with total amount.

The Contractor shall respond accordingly to service calls and emergency calls from North Texas State Hospital and shall perform all steps necessary to protect persons and property from risk of harm.

The Contractor shall provide any emergency repairs as stated related to weather or natural disaster recovery work as assigned by North Texas State Hospital in accordance with this scope of work.

The Contractor shall sign in at the Security Gate and the Maintenance Engineers Office upon every visit to the campus and also comply with any and all rules and safety requirements set forth by North Texas State Hospital or other Federal, state, and local laws or ordinances and permits, while on Campus.

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The Contractor shall provide a trained crew that is knowledgeable and skilled, as based on this scope of work.

The Contractor shall answer all calls in the allotted times below. If the Contractor does not answer in the allotted time below, North Texas State Hospital may choose to engage other parties to answer the call. The contractor shall absorb any differences in cost if the state engages another party to respond to a call.

- Non-emergency service call (within four (24) business hours of notification or an agreeable time that is acceptable to North Texas State Hospitals Maintenance Department.)
- Emergency service call (Within two (4) business hours of notification.)
- Entrapment service call (Within thirty (1.5) hours of notification.)

Service Location  
Campus location is:

Wichita Falls Campus  
6515 Kemp Blvd.  
Wichita Falls TX 76308

During the contract period, North Texas State Hospital reserves the right to add or delete service locations during the period covered by any resulting contract.

Hours and Days Services are to be performed  
North Texas State Hospitals Laundry Department regular business hours are:  
Monday Friday, 6 am to 2:30 pm  
(Exception is the designated holidays recognized by the State of Texas). Should work be performed outside of normal working hours without the approval of North Texas State Hospital, then Contractor shall be performing such work at NO additional expense to North Texas State Hospital or the HHS agency.

Service Calls, Call Backs, Unperformed Service  
If services/goods have not been received to a satisfactory resolution, payment will be withheld until services/goods are received and comply with this scope of work.

Budget  
The total amount of this Contract will not exceed ONE HUNDRED THIRTY THOUSAND DOLLARS (\$130,000.00) for the entire duration of the Contract, including all possible renewal periods.  
Services: \$130,000.00  
Goods: \$0.00

F2500 / SERVICES / FY23 WORKQUEST, INC / TPO REQUEST / \$130,000.00

SCOR Division: 19 HHSC - State Operated Facilities  
SCOR Other Subject: CG1-NTSH WF: Laundry Folding Service  
NPI Class: 954-05

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UOM: JOB / ACCT: 733300

Term: 09/01/2022 thru 08/31/2023

1-1	FY23 NTSH WorkQuest folding service for the term 09/01/22 to 08/31/23	954-05	1.00	JOB	130000.00000	\$130,000.00	09/01/2022
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**Schedule Total**           \$130,000.00

**Item Total for Line 1**           \$130,000.00

**Total PO Amount** \$130,000.00

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**



**06/17/2022**