

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Dest. Prepaid & Add	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000295033</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> 6433 - Carlsbad: 11640 US Hwy 87 N HEALTH & HUMAN SERVICES COMMISSION 11640 US Hwy 87 N 11640 N US Hwy 87 Carlsbad TX 76934 United States

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

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
2501 Maple St  
PO Box 451  
Abilene TX 79602  
United States

**Fax:** 325/795-3807  
**Email:** 710Accounting@hhsc.state.tx.us

**Purchaser:** Burns, Debra A

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 CLASS ITEM 080-65  
ITEMS TO BE ORDERED ON AS NEEDED BASIS FOR THE FACILITY  
San Angelo SSLC - PROMOTIONAL ITEMS IMPRINTED GOODS  
SCOR Division: 19 State operated facilities

\*\*\*DO NOT PROCESS ORDERS PRIOR TO 09/01/2022\*\*\*

BLANKET PURCHASE ORDER

TERM: September 1, 2022 through August 31, 2023

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B Destination Freight Prepaid Allowed/Add

DELIVERY: DELIVERY PER FACILITY REQUEST - TBA 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:

\*\*\*PACKING LIST REQUIRED TO SHOW PO NUMBER AND ATTN CONTACT INFO \*\*\*

\*\*\*All orders will be submitted by Carrie Collins\*\*\*(325) 465-2264 carrie.collins@hhs.texas.gov

SHIP TO ATTN Danny Melvin 325-465-2266 CELL #: [REDACTED] Email: danny.melvin@hhs.texas.gov

SME-Contract Manager: Ida Montez 325-465-2203 ida.montez@hhs.texas.gov

SHIP TO INFORMATION: 6433

BUILDING: Warehouse

CONTACT: Danny Melvin

PHONE 325-465-2266 CELL #: [REDACTED]

Email: danny.melvin@hhs.texas.gov

VENDORS SEND INVOICES VIA EMAIL TO: 710Accounting@hhsc.state.tx.us

BILL TO INFORMATION Bill to: 4507

Abilene State Supported Living Center

Attn: Accounts Payable

PO Box 451 Abilene, TX 79604

Email: 710Accounting@hhsc.state.tx.us

HHSC BUYER:

Debra Burns, CTPM

Direct: 512) 406-2564 CELL [REDACTED]

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Debra.Burns@hhs.texas.gov

\*\*\*PROOF REQUIRED\*\*\*

VID 13918371058  
Vendor : 4imprint  
Address: 101 Commerce St Oshkosh, WI 54901  
Contact: Amanda LaSure  
Phone: 877-446-7746 ext 8711  
Email: alasure@4imprint.com

\*\*\*AMOUNT NOT TO EXCEED \$10,000.00 PER FY23 \*\*\*

ITERMS NET 30

Quote # SAMPLE PO PRICING ATTACHED \*\*\*PROOFS REQUIRED\*\*\*\*

PURCHASING METHOD: SP/E  
Purchase not to exceed \$10,000.00. Rule 34 Texas Administrative Code § 20.41 - Delegated Purchases

REQUIREMENTS/LIMITATIONS:  
Quantities may be increased or decreased upon need during the term of the PO.  
The quantities shown are estimates only and do not constitute a guarantee of purchase. Any quantities not ordered and received by August 31, 2023, will be considered cancelled.

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY23 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Note: Agency will not order products on this PO that are available from Workquest, Texas Correctional Industries or DIR. Agency will not order capital or controlled assets on this PO.

Requisition # 0000193908

This contract is for goods to be ordered as needed by Health and Human Services Commission (HHSC), San Angelo State Supported Living Center. HHSC does not commit to ordering specific quantities of goods or dollar amounts with respect to this contract.

The quantities are based on estimates of prior purchases and are estimates for evaluation purposes only and should not be construed as a minimum or maximum that the agency must order. HHSC shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not utilized by August 31 (the end of the fiscal year) will be automatically cancelled.

Adding New Products to the Contract:

# Health and Human Services Commission

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Following the contract award, additional products of the same general category that could have been encompassed in the award of this contract, and that are not already on the contract, may be added.

1-1	FY23 Blanket SGSSLC Staff Appreciation Promotional Specified Items Imprinted TERM 9/1/22-8/31/23 DA1 SGSSLC	080-65	1.00	LOT	10000.00000	\$10,000.00	09/01/2022
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**Schedule Total**           \$10,000.00

IMPRINT San Angelo State Supported Living Center  
SPECIFIED ITEMS LIST ATTACHED

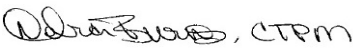
**Item Total for Line 1**           \$10,000.00

**Total PO Amount** \$10,000.00

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.

<b>Authorized By</b>  , CTRM	<b>07/19/2022</b>
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