

# 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-3-0000297387</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>09/01/22  |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br>6484 - Mexia:424 Mesquite Dr<br>HEALTH & HUMAN SERVICES COMMISSION<br>424 Mesquite Dr<br>PO Box 1132<br>Mexia TX 76667<br>United States |
|  |   |                             | <b>Page</b><br>1   |

**Vendor:** 1742921579 5  
JACKSONS MEXIA RETAIL INC  
PO BOX B  
MEXIA TX 766671255  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
424 Mesquite Dr  
PO Box 1132  
Mexia TX 76667  
United States

**Fax:** 254/562-1894  
**Email:** 718Accounting@hhs.texas.gov

**Purchaser:** Arnold, Valerie

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

FY23 BLANKET PURCHASE ORDER

NIGP:320-56

TERM: September 1, 2022 through August 31, 2023

SHIPPING INSTRUCTIONS: DO NOT SHIP until notified by Agency Contact.

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

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays

**AGENCY CONTACT:**

Lead Contact: Kelly Wilson  
Lead Contact Email: Kelly.wilson@hhs.texas.gov  
Lead Contact Phone: 254-562-1310

Contract Manager: Laura Watson  
Contract Manager Email: laura.watson@hhs.texas.gov  
Contract Manager Phone: 254-562-1141  
Contract Manager Cell: [REDACTED]

Facility: Mexia State Supported Living Center (MSSLC)

**HHSC BUYER:**

Valerie Arnold, CTCD, CTCM  
Purchaser III  
Procurement and Contracting Services  
Office: 512-776-7312  
valerie.arnold@hhs.texas.gov  
1100 W. 49th Street | Mail Code 2020  
Austin, TX 78756

**VENDOR:**

VID: 17429215795  
Vendor: Jacksons Mexia Retail  
407 E. Commerce  
Mexia, TX 76667  
Vendor Contact:  
Vendor Phone: 254-562-7117  
Vendor Email: STEVE\_JACKSON101@HOTMAIL.COM

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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

Requisition #0000196962

(Include for 1 Lot POs)

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.

\*\*\*\*\*  
PCS PLEASE CONTACT LAURA WATSON, CTCM FOR QUESTIONS.

\*\*PLEASE HAVE VENDORS SEND INVOICES VIA EMAIL TO 718Accounting@hhs.texas.gov \*\*

Shipping Code: 6484  
Billing Code: 6483  
SCOR Division: 19 - State Operated Facilities

Fund: 0001 - General Revenue

Email PO to:  
Kelly.wilson@hhs.texas.gov (Lead)  
Laura.watson@hhs.texas.gov (CTCM)

Justification: Mexia SSLC is requesting FY23 funding for a blanket purchase to cover supplies as needed in plant maintenance for the care of the campus. \*Prices are subject to change due to the unpredictability of commodity prices.\*

FY22 TPO#:0000  
FY22 Purchaser:

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Requesting the following:  
FY23 Amount Encumbered: \$12,000.00  
Term: 09/01/2022 through 08.31.2023

Various Attachments:  
Product/Price List

|                              |   |        |      |     |            |             |            |
|------------------------------|---|--------|------|-----|------------|-------------|------------|
| 1-1                          | FY23 -Consumables for Plant Maintenance to include but not limited to batteries, blades, gloves, light bulbs, etc.                                | 320-56 | 1.00 | LOT | 4000.00000 | \$4,000.00  | 09/01/2022 |
| <b>Schedule Total</b>        |   |        |      |     |            | \$4,000.00  |            |
| <b>Item Total for Line 1</b> |   |        |      |     |            | \$4,000.00  |            |
| 2-1                          | FY23 -Hardware for Plant Maintenance to include but not limited to nails screws, etc.   | 320-56 | 1.00 | LOT | 4000.00000 | \$4,000.00  | 09/01/2022 |
| <b>Schedule Total</b>        |   |        |      |     |            | \$4,000.00  |            |
| <b>Item Total for Line 2</b> |   |        |      |     |            | \$4,000.00  |            |
| 3-1                          | FY23 -Small Tools/Equipment for Plant Maintenance to include but not limited to caulking gun, hammer, drills, blowers, saws, safety glasses, etc. | 320-56 | 1.00 | LOT | 2000.00000 | \$2,000.00  | 09/01/2022 |
| <b>Schedule Total</b>        |   |        |      |     |            | \$2,000.00  |            |
| <b>Item Total for Line 3</b> |   |        |      |     |            | \$2,000.00  |            |
| <b>Total PO Amount</b>       |   |        |      |     |            | \$10,000.00 |            |

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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**

Valerie Arnold, CTCO, CTCM

**08/17/2022**