

# 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-3-0000297894</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>2171 - Lubbock:6302 Iola Ave<br>HEALTH & HUMAN SERVICES COMMISSION<br>6302 Iola Ave<br>Lubbock TX 79424<br>United States |
|  |   |                             | <b>Page</b><br>1  |

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

**Bill To:** Invoice-HHSC OES, Texas Works  
HEALTH & HUMAN SERVICES COMMISSION  
6302 Iola Ave  
Lubbock TX 79424  
United States

**Fax:** 806/783-6620  
**Email:** HHSC Reg01\_Admin\_Services@hhsc.state.tx.

**Purchaser:** Lafosse, Betty J 210/337-3187

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

Order issued in accordance with Comptroller of Public Accounts (CPA) Managed Term Contract 962-S1  
Secure Document Destruction Services  
Contract 962-S1 Term 9/1/2021 to 11/30/2026  
PM/PCC: EX/0 Texas Government Code 2155.441  
Non-Automated Term Contract  
CLASS/ITEM: 962-27  
REQ: 0000198669  
FY23 PO Funding: Term 9/1/2022 to 8/31/2023

Doc Type 9 - TGC \$2155.441 Purchases of products and services of workshops, organizations, or corporations whose primary purpose is training and employing mentally or physically disabled persons  
Goods and/or services are to be delivered and invoiced after 9/1/22  
This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature  
In the event of conflict between terms of parties, HHS-PCS terms and conditions shall prevail.  
Terms and Conditions will be in accordance with existing Contract 962-S1 established by CPA  
This purchase order is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature.

**AGENCY CONTACTS:**

Super User: [thelma.badillo@hhs.texas.gov](mailto:thelma.badillo@hhs.texas.gov) (806) 783-6609

Agency Lead Contact [debrough.roberts@hhs.texas.gov](mailto:debrough.roberts@hhs.texas.gov) (806) 783-6603

VID: 1741976051  
Vendor: WORKQUEST INC  
WorkQuest Rep: LARRY SARGEE  
Phone: 325 670-9110  
Email: [lsargee@workquesttx.com](mailto:lsargee@workquesttx.com)

Goodwill Industries of Northwest Texas  
Goodwill Rep: Maria Smith  
Phone: 806 744-8419  
Email: [msmith@ginwtx.org](mailto:msmith@ginwtx.org)

HHSC Purchasing Contact: Betty La Fosse  
PHONE: 210 337-3187  
FAX: 210 337-3496  
EMAIL: [betty.lafosse@hhs.texas.gov](mailto:betty.lafosse@hhs.texas.gov)

HHSC or the agency does not commit to ordering specific quantities of services/goods or dollar amounts with respect to this purchases order contract. This agency shall be obligated to pay for only those services ordered and received by the agency. Any funds not utilized by 8/31/23 are automatically cancelled.

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|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

Questions or concerns regarding payment please send an email or call the Agency Contact listed above or please see information provided in the "bill to" section of the purchase order.

REFERENCE INFO: FY22 PO HHSTX-2-0000268090

|     |   |        |      |     |             |             |            |
|-----|---|--------|------|-----|-------------|-------------|------------|
| 1-1 | FY23 HHS Region 01; WorkQuest<br>Managed Contract 962-S1 Secure<br>Document Destruction Services; Term<br>9/1/2022 to 8/31/2023 | 962-27 | 1.00 | LOT | 20000.00000 | \$20,000.00 | 09/01/2022 |
|-----|---|--------|------|-----|-------------|-------------|------------|

|                              |             |
|------------------------------|-------------|
| <b>Schedule Total</b>        | \$20,000.00 |
| <b>Item Total for Line 1</b> | \$20,000.00 |
| <b>Total PO Amount</b>       | \$20,000.00 |

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><br><i>Betty La Josse CTPM</i> | <b>08/10/2022</b> |
|--|-------------------|