

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000298365
Net 30	Prepaid & Allow	BEST WAY	Date	Revision
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.			09/01/22	Page 1
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	2203 - Big Spring; 1901 N Highway 8 HEALTH & HUMAN SERVICES COMMISSION 1901 N Highway 87 Big Spring TX 79720 United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
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: Gomez, Hadassah-Natalia

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 2155.441, Managed Term Contract 962-S3
Requisition0000199157
PO Service Dates 09-01-2022 to 08-31-2023

Terms and Conditions per Managed Term Contract 962-S3 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 08-31-2023 are automatically canceled.

Texas District: 05

Job classification: 8103
Job class title: FOOD SERVICE WORKER I
Job skill level: EXPERIENCED
Temp: 4 Temp Staff Requested
Hours per week: 40
Estimated hours: 960/ea

JOB DESCRIPTION: THE FOOD SERVICE WORKER I PERFORM ROUTINE FOOD SERVICE WORK ON A DESIGNATED SHIFT AND ROTATION IN THE CENTRAL KITCHEN B534. WORK INVOLVES PREPARING, PORTIONING, DISTRIBUTING AND SERVING FOOD FOR REGULAR AND THERAPEUTIC DIETS, AND SANITATION OF EQUIPMENT, WORK AREAS, DISHES, UTENSILS, POTS AND PANS. OTHER DUTIES MAY BE REQUIRED WHICH ARE RELATED TO THE FUNCTIONS OF THE POSITION. MAINTAINS SUFFICIENT KNOWLEDGE OF DUTIES TO SATISFY THE REQUIREMENTS OF THE POSITION. HANDLES FOOD IN ACCORDANCE WITH FEDERAL, STATE, AND HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) GUIDELINES. FOLLOWS KITCHEN AND FOOD SAFETY PROCEDURES AND PRACTICES. MAY BE REQUIRED TO DRIVE STATE VEHICLE TO DELIVER FOOD TO HOSPITAL UNITS. MUST BE WILLING TO WORK WEEKENDS AND HOLIDAYS. MAY WORK UNUSUAL OR EXTENDED HOURS IN THE EVENT OF A DISASTER OR OPERATIONAL NECESSITY.

Knowledge, Skills, and Abilities:

KNOWLEDGE, SKILLS ABILITIES: KNOWLEDGE OF FOOD PREPARATION METHODS, OF FOOD STORAGE STANDARDS, AND SANITATION REGULATIONS. SKILL IN THE OPERATION AND SANITIZING OF FOOD SERVICE EQUIPMENT. ABILITY TO PREPARE AND SERVE FOOD, TO CLEAN DINING, SERVING, AND FOOD PREPARATION AREAS ACCORDING TO FACILITY/DEPARTMENT STANDARDS, AND TO MAINTAIN ACCURATE RECORDS. ABILITY TO SPEAK AND READ ENGLISH. ABILITY TO FOLLOW WRITTEN AND ORAL INSTRUCTIONS. ABILITY TO COMPLETE BASIC MATH USED IN COOKING/PREPARATION. ABILITY TO LIFT MINIMUM OF 25 POUNDS. ABILITY TO BEND AND REACH, STAND/WALK ON HARD FLOORS FOR EXTENDED PERIOD OF TIME. ABILITY TO WORK IN HOT AND/OR COLD CONDITIONS. ABILITY TO SMELL, TASTE, AND SEE. ABILITY TO WORK HARMONIOUSLY AND PRODUCTIVELY WITH CO-WORKERS AND PATIENTS.

Job classification: 8117

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Job class title: COOK II
Job skill level: EXPERIENCED
Temp: 2 Temp Staff Requested
Hours per week: 40
Estimated hours: 960/ea

JOB DESCRIPTION: THE COOK II PERFORMS ROUTINE (JOURNEY LEVEL) FOOD PREPARATION WORK ON A DESIGNATED SHIFT ROTATION IN THE CENTRAL KITCHEN B534 UNDER GENERAL SUPERVISION. MAY BE REQUIRED TO WORK VARIABLE SCHEDULE. WORK INVOLVES PREPARING, COOKING, PORTIONING, DISTRIBUTING AND SERVING FOOD FOR REGULAR THERAPEUTIC DIETS TEXTURES. FOLLOWS PRESCRIBED MENUS, RECIPES, STANDARDS AND COMPLETES NECESSARY REPORTS. RESPONSIBLE FOR SANITATION OF EQUIPMENT AND WORK AREAS. MAY WORK IN THE INGREDIENT STOREROOM OR DRIVE THE DELIVERY VEHICLE. OTHER DUTIES MAY BE REQUIRED. COOK II HAS MODERATE LATITUDE FOR THE USE OF INITIATIVE AND JUDGMENT. IN THE ABSENCE OF COOK III, THIS POSITION ASSUMES OVERSIGHT OF THE KITCHEN. MAY TRAIN/OVERSEE OTHERS IN THEIR WORK. MAINTAINS SUFFICIENT KNOWLEDGE TO SATISFY THE REQUIREMENTS OF THE JOB. HANDLES FOOD IN ACCORDANCE WITH FEDERAL, STATE AND HACCP GUIDELINES. FOLLOWS KITCHEN AND FOOD SERVICE SAFETY PROCEDURES AND PRACTICES. MUST BE WILLING TO WORK WEEKENDS AND HOLIDAYS. MAY WORK UNUSUAL OR EXTENDED HOURS IN THE EVENT OF A DISASTER OR OPERATIONAL NECESSITY.

Knowledge, Skills, and Abilities:

KNOWLEDGE, SKILLS ABILITIES: KNOWLEDGE OF FOOD PREPARATION METHODS, OF FOOD STORAGE STANDARDS AND SANITATION REGULATIONS. SKILL IN THE OPERATION AND SANITIZING OF FOOD SERVICE EQUIPMENT. ABILITY TO PREPARE AND SERVE FOOD, TO CLEAN DINING, SERVING, AND FOOD PREPARATION AREAS, AND TO MAINTAIN ACCURATE RECORDS. ABILITY TO SPEAK AND READ ENGLISH. ABILITY TO FOLLOW WRITTEN AND ORAL INSTRUCTIONS. ABILITY TO COMPLETE BASIC MATH USED IN COOKING/PREPARATION. ABILITY TO LIFT MINIMUM OF 25 POUNDS. ABILITY TO BEND AND REACH, STAND/WALK ON HARD FLOORS FOR EXTENDED PERIOD OF TIME. ABILITY TO WORK IN HOT AND/OR COLD CONDITIONS. ABILITY TO SMELL, TASTE, AND SEE. ABILITY TO WORK HARMONIOUSLY AND PRODUCTIVELY WITH CO-WORKERS AND PATIENTS.

Service Period
Start date: 09/01/2022
End date: 08/31/2023

Hours: 05:30AM 2:00PM, 10:00AM 6:30PM
Days per week: SUNDAY SATURDAY

Department: FOOD SERVICE
Street Address of Work Location: 1901 NORTH HIGHWAY 87
City/State/Zip: BIG SPRING, TEXAS, 79720
Bldg/Room#: B534 CENTRAL KITHCEN

Supervisor Contact (Time card approval/resume reviewer/interviewer): LUCY MORELION
Phone: 432-268-7813
Email: lucy.morelion@hhs.texas.gov
Agency Contact: GEORGE OTEIZA

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Phone: 432-268-7233
Email: george.oteiza@hhs.texas.gov
Requestor Information: Donna Lee
Email: Donna.Lee@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Jennifer Moore, Manager of Goodwill Staffing Services
Goodwill Industries of Fort Worth
Phone: 817-332-7866 x2066 Cell: 817-301-5861
Email: jmoore@goodwillnct.org
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact: Hadassah Gomez
Phone: 512-406-2466
Email: Hadassah.Gomez@hhs.texas.gov

1-1	FY23 (Services) Food service worker I temporary staffing for the Big Spring State Hospital thru 8/31/23	962-69	3840.00	HR	21.51000	\$82,598.40	09/01/2022
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Schedule Total \$82,598.40

Item Total for Line 1 \$82,598.40

2-1	FY23 Services Cook II temporary staffing for the Big Spring State Hospital thru 8/31/23	962-69	1920.00	HR	23.98000	\$46,041.60	09/01/2022
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Schedule Total \$46,041.60

Item Total for Line 2 \$46,041.60

Total PO Amount \$128,640.00

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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

Hadassah Gomez, CTLD, CTM

08/15/2022