

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000298467
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.			Date 09/01/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 5950 - El Paso:6700 Delta Dr HEALTH & HUMAN SERVICES COMMISSION 6700 Delta Dr 6700 Delta Dr El Paso TX 79905 United States

Vendor: 1852378738 2
ADAMS ENTERPRISE USA INC
STE B-254
3526 LAKEVIEW PKWY
ROWLETT TX 750884176
United States

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@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
OM/S Formal Solicitation
Requisition 0000184960 - Solicitation HHS0012498
PO Service Dates 09-01-2022 to 08-31-2023

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 08-31-2023 are automatically canceled.

Position 1: Maintenance Mechanic
Quantity: two (2) temporary personnel

Job Description: Performs duties associated with building maintenance such as electrical, plumbing, HVAC, and pneumatics throughout the El Paso SSLC. Must be able to lift 50 Lbs. Must be able to climb ladders. May require some use of independent judgement in solving non-routine work problems. Follows established environmental safety practices and procedures.

Knowledge, Abilities, Skills: ability to speak, read and write English and handle basic arithmetic computations. Any combination of education and experience equivalent to completion of 8th grade. Able to flex work schedule when needed. Valid Texas Drivers license with good driving record. Demonstrates experience in building maintenance or related fields. Basic knowledge in safe use of power tools and equipment. General knowledge of building maintenance trades such as electrical, plumbing, drywall/wood frame construction, and HVAC. Ability to perform entry level building maintenance job tasks. Skills relevant to perform duties related to building maintenance general tasks.

Position 2: Groundskeeping Assistant
Quantity: two (2) temporary personnel

Job Description: Provide labor only for the groundskeeping and landscape service on an asneeded basis for the El Paso State Supported Living Center in El Paso, Texas. Service to include but not limited to lawn mowing, watering, trimming, edging, and litter control. All necessary gas-powered and hand equipment and tools will be provided. Awarded contractor shall be under limited instructions and/or directions by state employee who will be responsible for oversight and supervision. Work will be performed during normal business hours but varying shifts time may be requested in order to perform special groundskeeping duties.

Knowledge, Abilities, Skills: General knowledge of groundskeeping and landscape job tasks. Ability to perform entry level groundskeeping and landscape job tasks. Skills relevant to perform duties related to groundskeeping and landscape general job duties.

Location(s) for Services
El Paso State Supported Living Center
6700 Delta Drive, Bldg 504 Rm 102, El Paso, Texas 79905

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HHS Region No. 10
The Map (PDF) of the HHS Regions may be accessed at: <https://hhs.texas.gov/sites/default/files/documents/about-hhs/hhs-regional-map.pdf>

Work Days: Monday through Friday
Work Hours: 8:00 a.m. and 5:00 p.m. (Central Time) Work shifts may vary due to job task needs and will be considered as regular work hours.
Hours: forty (40) hours a week.

Vendor contact
ADAMS ENTERPRISE USA INC
VID 1852378738
Jen Adams
Phone: 800-259-4777
Email: INFO@ADAMSENTERPRISEUSA.COM

Agency contact
James W. Lannon
Phone: 915-782-6455
Email: james.lannon@hhs.texas.gov
Judith Santiesteban
Email: Judith.Santiesteban@hhs.texas.gov

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

1-1	SERVICES, FY23-CONTRACT LABOR TEMPS FOR MAINTENANCE ASSISTANCE FOR CH5 (EPSSLC)	962-69	1761.61	HR	28.00000	\$49,325.00	09/01/2022
Schedule Total						\$49,325.00	
Item Total for Line 1						\$49,325.00	
2-1	SERVICES, FY23- ASSISTANT FOR GROUNDSKEEPING AT CH5 (EPSSLC)	962-69	2159.09	HR	22.00000	\$47,500.00	09/01/2022
Schedule Total						\$47,500.00	

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Item Total for Line 2						\$47,500.00	
Total PO Amount						\$96,825.00	

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 <i>Hadassah Gomez, CTED, CTEM</i>	08/23/2022
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