Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Ter	rms Freight Terms	Ship Via		1110TV 0 000000044		
Net 30	Prepaid & Allow	BEST WAY	Purchase Order	HHSTX-3-0000298911		
	by informal bid, Invitation for Offer, or F		Date	Revision Page		
1	s, terms, and conditions set forth in the ad		09/01/22	1		
conforming responses become a part of this numbered purchase order. Contractor			Ship To:	6689 - Brenham:4001 S Hwy 36		
requirements.	guarantees goods or services delivered meet or exceed numbered purchase order			HEALTH & HUMAN SERVICES COMMISSION 4001 S Hwy 36 Brenham TX 77833 United States		
	All shipments, shipping papers, invoices, and correspondence must be identified					
•	with our Purchase Order Number.					
			⊒	Cinica States		
Vendor:	1741976051 1		Bill To:	Invoice - DADS		
	WORKQUEST			HEALTH & HUMAN SERVICES COMMISSION		
	1011 E 53RD 1/2 ST			4001 Highway 36 South		
	AUSTIN TX 787511703 United States			Brenham TX 77833 United States		
	Officed States			Officer States		
			Fax:	979/277-1865		
			Email:	712Accounting@hhs.texas.gov		

FY23 funding EX/0-TGC 2155.441, Managed Term Contract 962-M3 Requisition 0000190701 PO Service Dates 09-01-2022 to 08-31-2023

Inventory Item ID - Line Description

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.

Quantity

Purchaser:

UOM

Wells, Alicia N

Extended Amt

Due Date

PO Price

Texas District: 12

Line-Sch

Job classification: 8117 Job class title: Cook II Job skill level: Entry Temp: Vacant Hours per week: 40 Estimated hours: 769

JOB DESCRIPTION:

The Cook II performs routine (journey level) food preparation work on a designated shift rotation in the Central Kitchen 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 room 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/IV 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 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.

Class/Item

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 residents.

Service Period Start Date: 09/01/22

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			Ship To:	Ship To: 6689 - Brenham:4001 S Hwy 36 HEALTH & HUMAN SERVICES COMMISSION 4001 S Hwy 36 Brenham TX 77833 United States		
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.						
Vendor: 174	11976051 1		Rill To:	Invoice - DADS		

1741976051 1 Vendor:

WORKOUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703

United States

Bill To:

HEALTH & HUMAN SERVICES COMMISSION

4001 Highway 36 South Brenham TX 77833 United States

Fax: 979/277-1865

Email: 712Accounting@hhs.texas.gov

Wells, Alicia N **Purchaser:**

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

End Date: 01/01/23

Hours: 7:00AM to 4:00PM

Days per week: Sun, Mon, Tues, Wed, Thur, Fri, Sat

Department: Food Service

Street Address of Work Location: 4001 SH-36

City/State/Zip: Brenham, TX 77833

Bldg/Room#: Bld. 509

Supervisor Contact (Time card approval/resume reviewer/interviewer): Joyce Rogers

Phone: 979-277-1531

Email: joyce.rogers@hhs.texas.gov

Additional/Alternate Contact Name: Colene Nanton

Phone: 979-277-1528

Email: colene.nanton@hhs.texas.gov

Additional/Alternate Contact Name: Kaitlyn Bramblett

Phone: 979-277-1521

Email: Kaitlyn.bramblett@hhs.texas.gov Agency Contact: Faith Gonzalez

Phone: 979-277-1524

Email: faith.gonzalez@hhs.texas.gov Accounts Payable Contact: Amber Dallmeyer

Phone: 979-277-1307

Email: amber.dallmeyer@hhs.texas.gov

Vendor: WorkQuest Address: 1011 E 53 1/2 St Austin, TX 78751

Supplier/Payee ID: 1741976051

CPA ID#: 84202

Contact: Paige O'Boyle, Talent Placement Specialist

Phone: 512-730-3162

Email: paige.oboyle@peakperformers.org

CC: tempservicepo@workquesttx.com and derek.rayborn@peakperformers.org

PCS Purchasing contact

Alicia Wells 512-406-2582

Alicia.Wells@hhs.texas.gov

1-1 962-69 769.00 HR 17.17000 \$13,203.73 09/01/2022

Health and Human Services Commission

Purchase Order

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Payment Te	erms Freight Terms	Ship Via				ton via i init	
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guarantees g requirements All shipmen	responses become a part of this numbered proods or services delivered meet or exceed notes. Its, shipping papers, invoices, and corresporchase Order Number.	Snip 10:	6689 - Brenham:4001 S Hwy 36 HEALTH & HUMAN SERVICES COMMISS: 4001 S Hwy 36 Brenham TX 77833 United States		OMMISSION		
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703 United States		Bill To:	Invoice - DADS HEALTH & HUMAN SERVICES COMM 4001 Highway 36 South Brenham TX 77833 United States		OMMISSION	
			Fax: Email:	979/277-1865 712Accounting(979/277-1865 712Accounting@hhs.texas.gov		
			Purchaser:	Wells,Alicia N			
Line-Sch	Inventory Item ID - Line Description	Class/Item Quar	ntity UOM	PO Price	Extended Amt	Due Date	
	FY23 TEMP KITCHEN HELP- COOKII						
			Scho	edule Total	\$13,203.73		
			Item Total	for Line 1	\$13,203.73		
			Total P	PO Amount	\$13,203.73		

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 Alicia Wellt, CTCD, CTCM

08/23/2022