

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-3-0000298933 |
| 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: 6689 - Brenham:4001 S Hwy 36 HEALTH & HUMAN SERVICES COMMISSION 4001 S Hwy 36 Brenham TX 77833 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
4001 Highway 36 South
Brenham TX 77833
United States

Fax: 979/277-1865
Email: 712Accounting@hhs.texas.gov

Purchaser: Wells,Alicia N

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

FY23 funding
EX/0-TGC 2155.441, Managed Term Contract 962-M3
Requisition 0000190676
PO Service Dates 09-01-2022 to 08-31-2023

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: 12

Job classification: 8103
Job class title: Food Service Worker I
Job skill level: Entry Level
Temp: Vacant
Hours per week: 40
Estimated hours: 833

JOB DESCRIPTION:

The Food Service Worker I performs routine food service work on a designated shift and rotation in the Central Kitchen and/or at a satellite kitchen/serving area under general supervision. 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 homes. 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 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 residents.

Service Period

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Start date: 09-01-2022
End date: 01-01-2023

Hours: 10:30AM to 7:00PM
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
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Joyce Rogers
Phone: 979-277-1531
Email: joyce.rogers@hhs.texas.gov
Additional/Alternate Contact Name: Justin Weyand
Phone: 979-277-1531
Email: justin.weyand@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

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| 1-1 | FY23 Services temp kitchen help FSW I | 962-69 | 833.00 | HR | 15.46000 | \$12,878.18 | 09/01/2022 |
| Schedule Total | | | | | | <u>\$12,878.18</u> | |
| Item Total for Line 1 | | | | | | <u>\$12,878.18</u> | |
| Total PO Amount | | | | | | \$12,878.18 | |

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 Wells, CTCO, CTCM

08/23/2022