

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000299318</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> 09/01/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5884 - Denton:3980 State School Rd HEALTH & HUMAN SERVICES COMMISSION 3980 State School Rd PO Box 368 Denton TX 76210 United States

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

**Bill To:** Invoice-DSHS Accounts Payable  
DEPARTMENT OF STATE HEALTH SERVICES  
1200 E Brin  
PO Box 70  
Terrell TX 75160  
United States

**Fax:** 972/551-8052  
**Email:** DSHS.TSHBusinessOffice@dshs.texas.gov

**Purchaser:** Wells,Alicia N

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  
Requisition 0000197204  
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: 18

Line 1  
Job classification: 8104  
Job class title: Food Service Worker II  
Job skill level: Expert  
Temp: Vacant  
Hours per week: 40  
Estimated hours: 3600

Line 2  
Job classification: 8103  
Job class title: Food Service Worker I  
Job skill level: Expert  
Temp: Vacant  
Hours per week: 40  
Estimated hours: 3600

**JOB DESCRIPTION:**  
The task will consist of the preparation, distribution, and serving of food for regular and/or therapeutic diets. Assist with scheduled snacks, and supplements; pick-up and delivery of meals to various locations within surrounding areas on/off campus. There will be food handling and safety requirements, sanitation of equipment and supplies.

**Knowledge, Skills, and Abilities:**  
High school graduate, GED, or work experience in food service preferred.

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

Hours: 5:00 am 1:00 pm and/or 10:30 am - 7:00 pm

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Days per week: Sunday Saturday, Off every other weekend.

Department: Central Kitchen  
Street Address of Work Location: 3980 State School Road  
City/State/Zip: Denton, Texas 76210  
Bldg/Room#: Bldg. 574

Supervisor Contact (Time card approval/resume reviewer/interviewer): Devilayn Allen  
Phone: 940-591-3218  
Email: devilayn.allen@hhs.texas.gov  
Additional/Alternate Contact Name: Lori Powell  
Phone: 940-591-3303  
Email: lori.powell@hhs.texas.gov  
Agency Contact: Tinia Collins  
Phone: Office 972-551-8797 Telework 646-316-6634  
Email: tinia.collins1@hhs.texas.gov  
Accounts Payable Contact Name: Devona Thomas  
Phone: 972-551-8797  
Email: dshs.tshbusinessoffice@dshs.texas.gov

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Contact: Karin Wilcox  
Phone: 737-209-7290  
Email: karin.wilcox@gsgtalentsolutions.com  
CC: tempervicepo@workquesttx.com

PCS Purchasing contact  
Alicia Wells  
512-406-2582  
Alicia.Wells@hhs.texas.gov

1-1	8104 FOOD SERVICE WORKER II - Expert	962-69	3600.00	HR	21.19000	\$76,284.00	09/01/2022
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**Schedule Total**                     \$76,284.00

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
<b>Item Total for Line 1</b>						\$76,284.00	
2-1	8103 FOOD SERVICE WORKER I - Expert	962-69	3600.00	HR	19.05000	\$68,580.00	09/01/2022
<b>Schedule Total</b>						\$68,580.00	
<b>Item Total for Line 2</b>						\$68,580.00	
<b>Total PO Amount</b>						\$144,864.00	

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**

*Alicia Wells, CTCO, CTCM*

**08/26/2022**