

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Allowed	Ship Via BEST WAY	Purchase Order HHSTX-3-0000300960
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 09/23/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
		Ship To:	6433 - Carlsbad: 11640 US Hwy 87 N HEALTH & HUMAN SERVICES COMMISSION 11640 US Hwy 87 N 11640 N US Hwy 87 Carlsbad TX 76934 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: Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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AGENCY CONTACT:
Name: Perry Havard
Phone: 325/465-2300
Email: perry.havard@hhs.texas.gov

PURCHASER:
Name: Patricia Fletcher
Phone: 512/406-2538
Email: patricia.fletcher@hhs.texas.gov

VENDOR:
Name: Workquest
Phone: 512/451-8145
Email: customerservice@workquest.com

Contract: 620-S1
Term: 11/16/2021 - 11/30/2026

Smart Buy PO: 23007383

FREIGHT: F.O.B. Destination Freight Prepaid Allowed
DELIVERY: 14 Days After Receipt of PO for line #1 and 20 days for line #2
Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays
REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO. FREIGHT: F.O.B. Destination Freight prepaid Allowed. Delivery hours are from 8-11:30am and 1-4:30pm M-F Except State Holidays.

Invoice per 34 TAC \$20.487, amended effective May 1, 2022

1-1	Highlighter Gel, 5 Pack Assorted, fluorescent, not toxic ink. Convenient twist bottom to advance get stick. 5 Pack Assorted 2-Yellow, 1-Green, 1-Orange and 1-Pink Contractor: Workquest, Inc. Contract Number: 620-S1 NIGP: 620-90 Supplier Part Number: 62	620-90	3.00	PKG	6.09000	\$18.27	09/27/2022
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Schedule Total							\$18.27
Item Total for Line 1							\$18.27
2-1	Binder 2" Capacity, for 8 1/2" x 11", Vinyl Overlay, 3 Rings. Double boosters, nickel plated, concealed rivet construction, full-width horizontal pockets inside front and back covers, heavyweight vinyl sealed over stiff board, flat backbone. Contractor:	615-73	4.00	EA	5.35000	\$21.40	09/27/2022
Schedule Total							\$21.40
Item Total for Line 2							\$21.40
3-1	Binder 3" Capacity, for 8 1/2" x 11", Vinyl Overlay, 3 Rings. Double boosters, nickel plated, concealed rivet construction, full-width horizontal pockets inside front and back covers, heavyweight vinyl sealed over stiff board, flat backbone. Contractor:	615-73	12.00	EA	6.04000	\$72.48	09/27/2022
Schedule Total							\$72.48
Item Total for Line 3							\$72.48
Total PO Amount							\$112.15

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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

Patricia Fletcher, CFPM

09/23/2022