

# 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-3-0000301648</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> 09/30/22
<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> 2661 - Quitman:305 Goodwin St HEALTH & HUMAN SERVICES COMMISSION 305 Goodwin St Quitman TX 75783 United States

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

**Bill To:** Invoice-HHSC; Region 04 Headqu  
HEALTH & HUMAN SERVICES COMMISSION  
302 E Rieck Rd  
Tyler TX 75703  
United States

**Fax:** 903 534 8487  
**Email:** paula.thurman@hhsc.state.tx.us

**Purchaser:** Hanna, Mary Beth

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 - Set Aside Texas Government Code 2155.138  
Requisition 208213 Pricing per quote; attached.  
Lawn Services Quitman 305 West Goodwin Street  
PO Term 09-30-2022 through 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.

Vendor contact  
Deidra Davis  
936-465-4328  
ddavis@workquest.com

Agency contact  
Eugenia Crawford  
903-509-5169  
Eugenia.Crawford@hhs.texas.gov

PCS contact  
Mary Beth Hanna, CTCD, CTCM  
512-406-2544  
MaryBeth.Hanna@hhs.texas.gov  
Contract Manager: Eugenia Crawford / 903-509-5169 / eugenia.crawford@hhs.texas.gov

BILL TO LOCATION CODE: 3135  
Health and Human Services Commission  
302 E. RIECK ROAD, TYLER, TX 75703

SEND INVOICES TO: reg04\_admin\_services@hhs.texas.gov

SUPER USER: Esperanza.McMeans@hhs.texas.gov / 903-509-5131

Please follow the Texas Comptroller's Invoicing standards as seen below.  
Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.  
(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.

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- The invoice should include, but is not limited to including:
- (1) the contractor's mailing and e-mail (if applicable) address;
  - (2) the contractor's telephone number;
  - (3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
  - (4) the state agency's name, agency number, delivery address;
  - (5) the state agency's purchase order number, if applicable;
  - (6) the contract number or other reference number, if applicable;
  - (7) a valid Texas identification number (TIN) issued by the Comptroller;
  - (8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
  - (9) unit numbers corresponding to the amount of the invoice;
  - (10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
  - (11) other relevant information supporting and explaining the payment requested.

\*\*\*\*\*  
R04 -FY23 - Lawn Care Services at 305 Wright Street - Quitman 2661

1-1	R04 -FY23 - Lawn Care Services at 305 Wright Street - Quitman 2661	906-56	39.00	EA	80.42000	\$3,136.38	10/27/2022
<b>Schedule Total</b>						\$3,136.38	
<b>Item Total for Line 1</b>						\$3,136.38	
<b>Total PO Amount</b>						\$3,136.38	

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.

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**Authorized By**  
*Mary Beth Hanna, CRED, CPCM*  
**10/12/2022**