

# 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-3-0000302147</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> 10/07/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1118 - El Paso:7920 Alameda HEALTH & HUMAN SERVICES COMMISSION 7920 Alameda El Paso TX 79915 United States
			<b>Page</b> 1

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

**Bill To:** Invoice-HHSC Region 10, DADS:  
HEALTH & HUMAN SERVICES COMMISSION  
401 Franklin Ave  
Ste 450  
El Paso TX 79901  
United States

**Fax:** 915/834-7587

**Purchaser:** Mcmurtray,Nicole

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 14 Days After Receipt of PO

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays

AGENCY CONTACT:  
REQUESTER and CONTRACT MANAGER: Jesus Romero (915) 858-7787 Jesus.Romero@hhs.texas.gov  
SUPERUSER: Briseida.Gonzalez04@hhs.texas.gov (915) 834-7662  
ENTRY PERSON: Joyce.Smith@hhs.texas.gov (915) 858-7782  
Send PO copy to: Reg10\_AP@hhs.texas.gov

Purchaser Information:  
Name: Nikki McMurtray  
Phone #512-776-6190  
Email Address: Nikki.McMurtray@hhs.texas.gov

VENDOR:  
VID: 17419760511  
Contractor: Workquest, Inc.  
Contact Name: WorkQuest Customer Service  
Email: customerservice@workquest.com  
Phone: (512) 451-8145  
Address: 1011 East 53 1/2 Street Austin TX 78751

PURCHASING METHOD: EX/0  
Purchase made under the Authority of Texas Government Code 2155.441 (WorkQuest/TIBH Set-Aside)

Term Contract:615-S1  
Term: Start Date: 2/1/2002 End Date: 11/30/2026

Smartbuy PO:23014756

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

Invoice per 34 TAC §20.487, amended effective May 1, 2022  
Invoicing Standards on PO copy for supplier: (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, and 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.

Requisition 208294

1-1	Rayovac High Energy 824-12k: AAA Batteries: 12/Pack. Supplier Part # 45006100102	450-06	200.00	PCK	4.75000	\$950.00	10/21/2022
<b>Schedule Total</b>						\$950.00	
<b>Item Total for Line 1</b>						\$950.00	
2-1	Rayvac Ultra Pro ALAA-24 Batteries: 24/Pack. Supplier Part # 45006100100	450-06	200.00	PCK	8.70000	\$1,740.00	10/21/2022
<b>Schedule Total</b>						\$1,740.00	
<b>Item Total for Line 2</b>						\$1,740.00	
3-1	Rayvac Ultra Pro D-12 Pack Batteries Supplier Part # 45006100106	450-06	20.00	PCK	14.48000	\$289.60	10/21/2022
<b>Schedule Total</b>						\$289.60	
<b>Item Total for Line 3</b>						\$289.60	

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<b>Total PO Amount</b>						\$2,979.60	

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.

<b>Authorized By</b> 	<b>10/07/2022</b>
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