

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-3-0000302238
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 10/07/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4038 - Corpus Christi:902 Airport HEALTH & HUMAN SERVICES COMMISSION 902 Airport Rd Corpus Christi TX 78405 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
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FY23 Funding
EX/0- TGC 2155.441 - Managed Term Contract 962-S3
Requisition 0000208772
PO Service Dates 10/07/2022 to 08/31/2023

Terms and Conditions per Managed Term Contract 962-S3 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 or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not utilized by 08/31/2022 are automatically canceled.

Texas District: 16

LINE 1
Job classification: 8103
Job class title: FOOD SERVICE WORKER I
Job skill level: EXPERIENCED
Temp: 9
Hours per week: 40
Estimated hours: 18,720

JOB DESCRIPTION: The Food Service Worker I provides meal preparation, service and sanitation requirements for residents in Central Kitchen and Unit dining rooms. The Food Service Worker I is the backbone of the meal service team which ensures proper meal service and sanitation requirements for all residents. The Food Service Worker I works under the immediate supervision of the Cook III shift supervisor. Completion of work requires the use of established methods the use of established methods and/or techniques and decisions are varied but based on well-defined guidelines. A Food Handlers permit is required.

Knowledge, Skills, and Abilities: Abides by all policies, procedures and training objectives relating to safety and 6-month work experience, preferably in food service environment. Ability to read and comprehend the English language. Ability to stand for prolonged periods (up to 3.5 hours) every 4 hours. Able to lift 15 to 44 lbs. 20 times per 8-hour shift. Able to maintain a Texas Drivers License with less than 10 points preferred. Successfully complete all PMAB training as described by the Human Resource Development. Follows Corpus Christi SSLC and Food Service department Policy and Procedures at all times. Interacts with individuals residing on campus in an emotionally supportive and therapeutic manner. Adheres to department dress code and hygiene standards. Shows a pattern of successful and cooperative interactions with others. Completes job tasks within agreed time frames. Promotes infection control in order to provide a safe and healthy work environment.

Service Period
Start Date: 10/07/2022
End Date: 08/31/2023

Hours: (1-staff) shift 6 a.m.-2:30 p.m.
(4-staff) shift: 11:15 a.m.-7:45 p.m.

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(4-staff) shift=need availability from 6 a.m.-2:30 p.m./11:15 a.m.-7:45 p.m. depending on schedule
Days per week: Sunday Saturday (depending on shift schedule)

LINE 2

Job classification: 8103
Job class title: FOOD SERVICE WORKER I BACK-UP DRIVER
Job skill level: EXPERIENCED
Temp: 3
Hours per week: 40

Estimated hours: 6,240

JOB DESCRIPTION: The Food Service Worker I, Backup Driver assists the Vehicle Driver II in providing food and beverage transportation to Unit dining rooms. The Backup Driver provides meal preparation, service and sanitation requirements for residents in Central Kitchen and Unit dining rooms as needed. The Backup Driver works under the immediate supervision of the Cook III shift supervisor. Completion of work requires the use of established methods and/or techniques and decisions are varied but based on well-defined guidelines.

The Food Service Worker I provides meal preparation, service and sanitation requirements for residents in Central Kitchen and Unit dining rooms. The Food Service Worker I is the backbone

Of the meal service team which ensures proper meal service and sanitation requirements for all residents. The Food Service Worker I works under the immediate supervision of the Cook III shift supervisor. Completion of work requires the use of established methods and/or techniques and decisions are varied but based on well-defined guidelines.

A Food Handlers permit is required.

Texas Driver's License with less than 10 points is required.

Completion of Defensive Driving class is required.

Knowledge, Skills, and Abilities: Abides by all policies, procedures and training objectives relating to safety and 6-month work experience, preferably in food service environment. Ability to read and comprehend the English language. Ability to stand for prolonged periods (up to 3.5 hours) every 4 hours. Able to lift 15 to 44 lbs. 20 times per 8-hour shift. Able to maintain a Texas Drivers License with less than 10 points preferred. Successfully complete all PMAB training as described by the Human Resource Development. Follows Corpus Christi SSLC and Food Service department Policy and Procedures at all times. Interacts with individuals residing on campus in an emotionally supportive and therapeutic manner. Adheres to department dress code and hygiene standards. Shows a pattern of successful and cooperative interactions with others. Completes job tasks within agreed time frames. Promotes infection control in order to provide a safe and healthy work environment.

Service Period

Start date: 10/07/2022

End date: 08/31/2023

Hours: (1-staff) shift 6 a.m.-2:30 p.m.

(1-staff) shift 11:15 a.m.-7:45 p.m.

(1-staff) shift availability from 6 a.m.-2:30 p.m./11:15 a.m.-7:45 p.m. depending on schedule

Days per week: Sunday Saturday (depending on shift schedule)

LINE 3

Job classification: 8117

Job class title: COOK II

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Job skill level: EXPERIENCED
Temp: 2
Hours per week: 40
Estimated hours: 4160

JOB DESCRIPTION: The Cook II prepares meals using standardized recipes and menus for large quantities of personnel and to assist the Cook III in supervision. The Cook II is the second line supervisor that is responsible for food preparation and the supervision of subordinates. The Cook II works under the general supervision of the Cook III. The Cook II supervises the Food Service Worker I and Vehicle Driver II positions that are responsible for the preparation and delivery of meals to consumers. Completion of work requires occasionally originating methods and/or techniques and decisions are varied based on well-defined guidelines.

A Food Handlers permit is required.
Two years experience supervising staff in a large quantity cooking and baking facility.
Two years of cooking experience in a state institution or the equivalent amount of training and experience in a comparable commercial food service establishment.
Texas Drivers License with less than 10 penalty points preferred.

Knowledge, Skills, and Abilities:
Ability to use simple mathematical calculations used in the food service industry.
Ability to supervise a shift of up to 20 employees.
Ability to read and comprehend the English language.
Ability to train subordinates.
Knowledge of use and safety of all food service equipment.
Knowledge of modified diet preparation.
Knowledge of weights and measures of ingredients for food preparation to meet recipe ingredients.
CCSSLC and Food Service department Policy and Procedures are followed at all times.
Successfully complete all PMAB training as prescribed by the Human Resource Development.
Follows CCSSLC and Food Service department Policy and Procedures at all times.
Interacts with individuals residing on campus in an emotionally supportive and therapeutic manner.
Adheres to department dress code and hygiene standards.
Shows a pattern of successful and cooperative interactions with others.
Completes job tasks within agreed time frames.
Promotes infection control in order to provide a safe and healthy work environment.

Service Period
Start date: 10/07/2022
End date: 08/31/2023

Hours: (1-staff) shift 11:15 a.m.-7:45 p.m.
(1-staff) shift availability from 6 a.m.-2:30 p.m./11:15 a.m.-7:45 p.m. depending on schedule
Days per week: Sunday Saturday (depending on shift schedule)

LINE 4

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Job classification: 0055
Job class title: CLERK I-FOOD SERVICE SECRETARY
Job skill level: EXPERIENCED
Temp: 1
Hours per week: 40
Estimated hours: 2080

JOB DESCRIPTION: The Clerk I performs all clerical and bookkeeping tasks for the department and ensures the completion and accuracy of all Food Service timekeeping records and employee folders. The Clerk I works under the general supervision of the Director of Food Service. Completion of work requires occasionally originating new methods and/or techniques and decisions are varied but based on well-defined guidelines.

A Food Handlers permit is required.
High School diploma or GED is required.
Secretarial and clerical experience or training.

Knowledge, Skills, and Abilities:
Ability to operate standard office equipment.
Must be able to type 40 wpm accurately.
Knowledge of Human Resource Policies and Procedures.
Knowledge of CCSSLC Worker's Comp Management Plan.
Knowledge of Windows, Word, Excel, APICS and MIMS.
Texas Drivers License with less than 10 points
Able to accurately recorded and relay telephone messages at all times.
Able to compile a Food Service Accounting Report from accounting records and reports.
Successfully complete all PMAB training as prescribed by the Human Resource Development.
Follows CCSSLC and Food Service department Policy and Procedures at all times.
Interacts with individuals residing on campus in an emotionally supportive and therapeutic manner.
Adheres to department dress code and hygiene standards.
Shows a pattern of successful and cooperative interactions with others.
Completes job tasks within agreed time frames. Promotes infection control in order to provide a safe and healthy work environment.

Service Period
Start date: 10/07/2022
End date: 08/31/2023

Hours: 7:00 AM to 4:00 PM
Days per week: MONDAY- FRIDAY

Department: FOOD SERVICE
Street Address of Work Location: 902 AIRPORT RD.
City/State/Zip: CORPUS CHRISTI, TEXAS 78405

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Bldg/Room#: 506

Supervisor Contact (Time card approval/resume reviewer/interviewer): Luciano Garcia
Phone: 361-844-7728
Email: Luciano.garcia@hhs.texas.gov
Additional/Alternate Contact Name: Kelly Lawhon
Phone: 361-844-7732
Email: Kelly.lawhon@hhs.texas.gov
Lead Agency Contact: Richard Castaneda
Phone: 361-888-5301
Email: richard.castaneda@hhs.texas.gov
Contract Manager Contact: Christine Cruz
Phone: 361-844-7507
Email: Christine.cruz@hhs.texas.gov
Accounts Payable Contact Name: HEALTH AND HUMAN SERVICES COMMISSION
Phone: 979-277-1865
Email: 712accounting@hhs.texas.gov
Invoice Address: 4001 HIGHWAY 36 SOUTH, BRENHAM, TX 77833

***Resumes Contact: Richard Castaneda - Admin Assistant 1 - Food Service Department
Facility: Corpus Christi State Supported Living Center
Phone: 361-844-7730
Email: Richard.castaneda@hhs.texas.gov
Address: 902 Airport Road, Corpus Christi, Texas 78405

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Regional Contact: Mike Pierulla
Phone: 512-834-8242 Cell: 512-699-0575
E-mail: mpierulla@workquesttx.com
CC:tempervicepo@workquesttx.com

HHSC PCS Purchasing Contact: Alicia Wells
Phone: 512-406-2582
Email: Alicia.Wells@hhs.texas.gov

Per contract at no additional charge, we request a standard DPS criminal history check. However, criminal background checks, which utilize sources other than or in addition to DPS and for areas beyond Texas, are available upon request at an additional fee of \$25.00 for each personnel. This additional charge should be included on the purchase order as requested.

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1-1	FY23 SERVICES KITCHEN TEMPORARY STAFF CH3 CCSSLC FOOD SERVICE WORKER I	962-69	18720.00	HR	15.38000	\$287,913.60	10/07/2022
Schedule Total						<u>\$287,913.60</u>	
Item Total for Line 1						<u>\$287,913.60</u>	
2-1	FY23 SERVICES TEMPORARY KITCHEN STAFF CH3 CCSSLC FOOD SERVICE WORKER I BACK- UP DRIVER	962-69	6240.00	HR	15.38000	\$95,971.20	10/07/2022
Schedule Total						<u>\$95,971.20</u>	
Item Total for Line 2						<u>\$95,971.20</u>	
3-1	FY23 SERVICES TEMPORARY KITCHEN STAFF CH3 CCSSLC COOK II	962-69	4160.00	HR	17.02000	\$70,803.20	10/07/2022
Schedule Total						<u>\$70,803.20</u>	
Item Total for Line 3						<u>\$70,803.20</u>	
4-1	FY23 SERVICES TEMPORARY KITCHEN STAFF CH3 CCSSLC CLERK I-FOOD SERVICE SECRETARY	962-69	2080.00	HR	17.02000	\$35,401.60	10/07/2022
Schedule Total						<u>\$35,401.60</u>	

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Item Total for Line 4 \$35,401.60

Total PO Amount \$490,089.60

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.

<p>Authorized By <i>Alicia Wells, CTCO, CTCM</i></p>	<p>11/22/2022</p>
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