

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-3-0000302865
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 10/17/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States

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

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Arnold, Valerie

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23

NIGP:615-33 620-90

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:
Delivery Address:
Disability Determination Services
6101 E. Oltorf Street
Austin, TX 78741
ATTN: FM Donna Aleman
(512)437-8873

Final Destination: Tracy Hart
Phone: (512) 437-5212
Email address: DDS.TX.S49.AP@ssa.gov

Contract Specialist: Dana Sherrill
Phone: (512) 206-5647
Email: Dana.Sherrill@hhs.texas.gov

HHSC BUYER:
Valerie Arnold, CTCD, CTCM
Purchaser III
Procurement and Contracting Services
Office: 512-776-7312
valerie.arnold@hhs.texas.gov
1100 W. 49th Street | Mail Code 2020
Austin, TX 78756

VENDOR:
VID: 17419760511
Contractor: WorkQuest, Inc.
Contact Name: WorkQuest Customer Service
Email: customerservice@workquest.com

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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 Contact: 620-S1

Smartbuy PO: 23022184

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

Requisition 0000207992

FY23 FR9/21/22 Office Supplies #3 Workquest

Health Human Services Commission
Mail Code: 3500
4900 N. Lamar Blvd.
Austin, TX 78751
Bill to Code: 3500
Medical Social Services Division

Note: Commercial vehicle deliveries must back into the loading dock when making deliveries to the Texas DDS thereby making it unsuitable for semi-trailers longer than 53 feet with a truck attachment that contains a sleeper cab. To avoid damage to property and surrounding trees, please use a delivery vehicle that is suitable for this location.

Please send all invoices to Disability Determination Services PO Box 149198 Austin, TX 78714-9198 for authorization.

1-1	Dispenser, Pop-Up Self Stick Note Pad, Incl 1 Dz 3"x3" Yellow, Commodity Code 61533210904, Supplier Part # 61533210904, Contract # 615-S1	615-33	15.00	EA	14.69000	\$220.35	10/17/2022
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Schedule Total _____ \$220.35
Item Total for Line 1 _____ \$220.35

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
2-1	HIGHLIGHTER, PEN STYLE, YELLOW, CHISEL TIP, Commodity Code 6209036, Supplier Part # 6209036, Contract # 620-S1	620-90	15.00	EA	6.14000	\$92.10	10/17/2022
Schedule Total						\$92.10	
Item Total for Line 2						\$92.10	
Total PO Amount						\$312.45	

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 Valerie Arnold, CTCO, CTCM	10/17/2022
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