

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-3-0000302989
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 10/18/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
		Ship To:	4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 United States

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

Bill To: Invoice-DSHS Accounts Payable
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

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: 620-80

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:

Contract Manager: Melissa Maddox
Contract manager phone: 210-531-7357
Contract manager email: melissa.maddox@hhs.texas.gov

SME/Lead Contact: Margaret Moreno
Lead Email: margaret.moreno@hhs.texas.gov
Lead Phone: 210-531-7718

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
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

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Smartbuy PO: 23022360

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 0000208968

PCS Email PO to: margaret.moreno@hhs.texas.gov / Lead Contact
melissa.maddox@hhs.texas.gov / Contract Specialist

VENDORS SEND INVOICES VIA EMAIL TO: SAHACCOUNTING@dshs.texas.gov

PO BILL TO INFORMATION
SAN ANTONIO STATE HOSPITAL
ATTN: Charles Ago - ACCOUNTING
6711 S. NEW BRAUNFELS AVE. / SUITE 100 / SAN ANTONIO, TEXAS 78223
MAIL CODE#: 4505
Email: SAHACCOUNTING@dshs.texas.gov
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Destination SASH Warehouse: Please deliver to Bldg. 558  
Info for Warehouse staff:  
Delivery Contact: Phyllis Zulaica  
Phone #: (210) 531-7797  
Email: Phyllis.zulaica@hhs.texas.gov  
Bldg/Floor/Cubicle: Fannin Hall Nurses Station

|     |                                                  |        |       |    |          |          |            |
|-----|--------------------------------------------------|--------|-------|----|----------|----------|------------|
| 1-1 | Pen, Ballpoint, Mini, Flexible, Without Cap/Boot | 620-80 | 12.00 | EA | 15.96000 | \$191.52 | 10/18/2022 |
|-----|--------------------------------------------------|--------|-------|----|----------|----------|------------|

**Schedule Total**                     \$191.52

Pen, Ballpoint, Mini, Flexible, Without Cap/Boot CC: 62080952005 SPN: 62080952005  
FY23 CG4 F3J PENS FANNIN F5600  
F3J010 F5600 7300 FANNIN PENS

# Health and Human Services Commission

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|                                                                                                                                                                                                                                                                                                                                                |                                         |                             |                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
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|                                                                                                                                                                                                                                                                                                                                                |                                         | <b>Ship To:</b>             | 4549 - San Antonio:6711 S New Brau<br>HEALTH & HUMAN SERVICES COMMISSION<br>6711 S New Braunfels<br>Ste 100<br>San Antonio TX 78223<br>United States |

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**Purchaser:** Arnold, Valerie

| Line-Sch                     | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|------------------------------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
| <b>Item Total for Line 1</b> |                                      |            |          |     |          | \$191.52     |          |
| <b>Total PO Amount</b>       |                                      |            |          |     |          | \$191.52     |          |

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><br><i>Valerie Arnold, CTCO, CTCM</i> | <b>10/18/2022</b> |
|-----------------------------------------------------------|-------------------|