

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-3-0000302992
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 2203 - Big Spring:1901 N Highway 8 HEALTH & HUMAN SERVICES COMMISSION 1901 N Highway 87 Big Spring TX 79720 United States
			Page 1

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

Bill To: Invoice - DADS
HEALTH & HUMAN SERVICES COMMISSION
2501 Maple St
PO Box 451
Abilene TX 79602
United States

Fax: 325/795-3807
Email: 710Accounting@hhsc.state.tx.us

Purchaser: Connell,Ron Lee

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

Exempt
EX/0

Requisition #: HHSTX-3-0000209916
Smartbuy PO#: 23022376

Requester Name: Jessica Doport
Phone #: 432-268-7706
Email: Jessica.doport@hhs.texas.gov

Purchaser Name: Ron Connell
Phone #: 512-406-2666
Email: Ron.CConnell@hhs.texas.gov

Vendor Name: Workquest 1741976051
Contact: Abby Monk
Phone #: 512-451-8145
Email: amonk@workquest.com
Contract: 615-S1, 207-S2, 204-S1, 125-S1

Procurement exempt from CPA rules - In accordance with Texas Government Code, Title 7, Chapter 771, Interagency Cooperation Act.

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

**** ALL INVOICES/CORRESPONDENCE MUST REFERENCE THE NEW PURCHASE ORDER NUMBER FOR FY23. ****

Deliver to SHIP TO ADDRESS ON PO Please include PO NUMBERS ON PACKING SLIPS, CARTONS, PACKAGES, BUNDLES, ETC.

Freight Terms are FOB Destination Prepaid and Allowed/Add.

Delivery hours are from 8:30-11:30 AM and 1:00-4:30 PM Monday thru Friday except designated State Holidays when the Warehouse is closed.

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1-1	Labels, Shipping, Avery 5163, 2"x 4" white 61573161108	615-60	4.00	BOX	27.18000	\$108.72	11/01/2022
						Schedule Total	<u>\$108.72</u>
						Item Total for Line 1	<u>\$108.72</u>
2-1	Mouse Pads, anti-static, 9-3/8 " x 7-7/8 ", 12 per package 20468595457	204-68	6.00	DOZ	27.21000	\$163.26	10/28/2022
						Schedule Total	<u>\$163.26</u>
						Item Total for Line 2	<u>\$163.26</u>
3-1	Binder, 1 1/2" Capacity, 3 Ring, Vinyl View, white 61573162106	615-09	9.00	EA	4.17000	\$37.53	11/07/2022
						Schedule Total	<u>\$37.53</u>
						Item Total for Line 3	<u>\$37.53</u>
4-1	Binder, 1 1/2" Capacity, 3 Ring, Vinyl View, black 61573162106	615-09	9.00	EA	4.17000	\$37.53	11/07/2022
						Schedule Total	<u>\$37.53</u>
						Item Total for Line 4	<u>\$37.53</u>
5-1	Binding, Comb, Plastic, Wide, 3/8" Dia. x 10-3/4", 19 Ring, 100/CS, 12520761029, White 12520761029	125-20	2.00	CS	5.19000	\$10.38	11/17/2022
						Schedule Total	<u>\$10.38</u>

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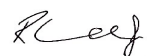
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Item Total for Line 5						\$10.38	
6-1	Binding, Comb, Plastic, Wide, 1" Dia. x 10-3/4", 19 Ring, 100/CS, 12520762258, white 12520762258	125-20	2.00	CS	16.26000	\$32.52	11/17/2022
Schedule Total						\$32.52	
Item Total for Line 6						\$32.52	
7-1	DVD+RW 50/Pack - Professional Grade. Rewritable 120 minutes 4.7 GB 20730621677	207-42	20.00	PKG	44.27000	\$885.40	10/28/2022
Schedule Total						\$885.40	
Item Total for Line 7						\$885.40	
Total PO Amount						\$1,275.34	

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



10/18/2022

