

# 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-3-0000302999</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> 10/18/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b>  <b>Page</b> 1
			<b>Ship To:</b> 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 United States

**Vendor:** 1522418852 2  
HD SUPPLY FACILITIES MAINTENANCE LTD  
PO BOX 509058  
SAN DIEGO CA 921509058  
**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: 665-30 939-59

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 10 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

\*\*\*\*\*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

**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:**

Vendor Name: HD Supply Facilities Maintenance, Ltd.  
Vendor Contact: Hussene Youssouf  
Vendor Phone: (877) 610-6912

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Vendor Email: Email: HDSFMBids@hdsupply.com

PURCHASING METHOD: CP/X

Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-17-51V03

Smartbuy PO:23022378

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 0000209498

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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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Info for Warehouse staff:  
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1-1	Swingline GBC Fusion 1000l Laminator 12"(181835) CC: 66530 SPN: 181835	665-30	1.00	EA	154.75000	\$154.75	10/24/2022
						<b>Schedule Total</b>	\$154.75
CG4 F3J LAMINATOR FANNIN F5600 F3J010 F5600 7334 FANNIN Swingline GBC Fusion 1000l Laminator 12"(181835) CC: 66530 SPN: 181835							
						<b>Item Total for Line 1</b>	\$154.75
2-1	Brother Black Alkaline Battery Type P- Touch Versatile Label Maker(738804)	939-59	1.00	EA	231.14000	\$231.14	10/24/2022
						<b>Schedule Total</b>	\$231.14
Brother Black Alkaline Battery Type P-Touch Versatile Label Maker(738804) CC: 93959 SPN: 738804							
						<b>Item Total for Line 2</b>	\$231.14
						<b>Total PO Amount</b>	\$385.89

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.

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**Authorized By**

Vivie Arnold, CTCD, CCM

**10/18/2022**