

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-3-0000303705
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 10/27/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6014 - Austin:4110 Guadalupe HEALTH & HUMAN SERVICES COMMISSION 4110 Guadalupe Bldg 800 Austin TX 78751 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: Muhammad, Demetta Jon 512/406-2423

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-M3
Requisition 209998
PO Service Dates 10/27/2022 to 08-31-2023

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/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Texas District: 14

Job classification: 8003
Job class title: Custodian I
Job skill level: Experienced
Temp: Temp 1: William Westpoint
Temp 2: TBD
Temp 3: TBD
Temp 4: TBD
Temp 5: TBD

Hours per week: 40 hours/week
Estimated hours: 10,400 hours total

JOB DESCRIPTION:

GENERAL DESCRIPTION

Performs entry-level custodial work. Work involves cleaning and caring for state buildings and premises and maintaining custodial equipment. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs general custodial functions such as sweeping; mopping; dusting; and cleaning windows, light fixtures, or carpet.
Cleans, dusts, and disinfects areas such as restrooms, offices, and other facilities, applying cleaning chemicals as appropriate.
Cleans office furniture, walls, windows, and floors, and empties trash.
Moves office furniture and other items.
Operates floor maintenance equipment, including buffers, strippers, vacuums, and extractors.
Restocks custodial supplies.

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May perform minor maintenance and repair work on custodial equipment.
May assist in inspecting buildings for cleanliness and report needed repairs as appropriate.
Performs related work as assigned.

Knowledge, Skills, Abilities:
Knowledge of cleaning techniques and procedures.
Skill in the use of custodial materials and chemicals, and in the operation of custodial equipment.

Service Period
Start date: 10/27/2022
End date: 08/31/2023

Hours: 7:00 an - 4:00 pm
Days per week: Monday - Friday

Department: Environmental Services
Street Address of Work Location:
4110 Guadalupe Street
Austin Texas 78751

Supervisor Contact (Time card approval/resume reviewer/interviewer):
John Schmidt/Lisa Dillard
Phone: 512-419-2939/512-419-2196
Email: John.Schmidt@hhs.texas.gov Lisa.Dillard@hhs.texas.gov

Accounts Payable Contact:
Phone: 979-277-1312
Email: 712Accounting@hhs.texas.gov
Invoice Address: HHS Accounting Department
4001 S. Hwy. 36
Brenham Texas 77833

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Mike Pierulla
Phone: (512) 451-8145
Email: tempservicepo@workquesttx.com; mpierulla@workquest.com

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PCS Purchasing contact
Demetta Muhammad
512-406-2423
demetta.muhammad02@hhs.texas.gov

1-1	FY23-Services Temp Employee, Custodian I 8003 Experienced (x5), Goodwill Industries, pay rate \$22.32/hr \$46425.60 per year per custodian	962-69	10400.00	LOT	22.32000	\$232,128.00	10/27/2022
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Schedule Total \$232,128.00

Rate table, SOW and temp services template is attached.
FY22 PO256388 State Contract 962-S3
Received new pricing

Item Total for Line 1 \$232,128.00

Total PO Amount \$232,128.00

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

Danesh Muhammad

10/27/2022