

# 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-3-0000303831</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> 10/29/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 1288 - Arlington:2220 Forum Dr HEALTH & HUMAN SERVICES COMMISSION 2220 Forum Dr Arlington TX 76010 United States

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

**Bill To:** Invoice-HHSC Financial Service  
HEALTH & HUMAN SERVICES COMMISSION  
801 S State Highway 161  
PO Box 532089  
Grand Prairie TX 75051  
United States

**Fax:** 972/337-6257  
**Email:** Reg03\_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-S1

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:  
JAZLYN.DAVIS19@HHS.TEXAS.GOV 972-337-6210  
FINAL DESTINATION: TILFORD.BROKENBERRY@HHS.TEXAS.GOV 972-337-6272  
LOCATION ADDRESS: 801 S STATE HWY 161, GRAND PRAIRIE

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.  
Email: smartbuy@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: 615-S1

Smartbuy PO: 23028201

REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

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Invoice per 34 TAC \$20.487, amended effective May 1, 2022

Requisition 0000210554

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\*\*PLEASE NOTIFY SUPERUSER, REQUESTORS AND REG03 WAREHOUSE  
\*SCOR SYSTEM SUPPORT SERVICES\*  
REQUESTOR (AGENCY CONTACT): JAZLYN.DAVIS19@HHS.TEXAS.GOV 972-337-6210  
FINAL DESTINATION: TILFORD.BROKENBERRY@HHS.TEXAS.GOV 972-337-6272  
LOCATION ADDRESS: 801 S STATE HWY 161, GRAND PRAIRIE T158 0125 529  
(SHIP TO MAILCODE IS 1288: LOCATION ADDRESS FOR WAREHOUSE PURPOSES ONLY)  
SUPERUSER: don.mcburnett@hhs.texas.gov 972-337-6285  
"A/P CONTACT": cynthia.jones@hhs.texas.gov 972-337-6244  
BUSINESS REASON: Bulk supply to accommodate Region 3 Facilities  
ACCESS TO CONFIDENTIAL INFORMATION? NO  
NO DELIVERIES BETWEEN 12-1PM: CALL 24 HRS PRIOR TO DELIVERY 469-540-7021 OR 214-284-9453  
\*PLEASE NOTIFY SUPERUSER, A/P CONTACT AND REQUESTORS WHEN PO IS ISSUED; ALSO TO  
REG03\_RECEIVINGFLEET@HHSC.STATE.TX.US\*  
PO Bill To Info:  
Health Human Services Commission  
PO Box 532089  
Grand Prairie, TX 75053-2089  
Bill To Code: 0125  
E-mail: Reg03\_ap@hhsc.state.tx.us

1-1	Self Stick Flags, 1" x 1.7", 50 Flags/Disp, 2 Disp/100 Flags SKU: 61593423702-3	615-93	300.00	PKG	3.06000	\$918.00	11/10/2022
<b>Schedule Total</b>						\$918.00	
<b>Item Total for Line 1</b>						\$918.00	
2-1	Self Stick Flags, 1" x 1.7", 50 Flags/Disp, 2 Disp/100 Flags "Sign Here" SKU: 61593423702-8	615-93	150.00	PKG	3.06000	\$459.00	11/10/2022
<b>Schedule Total</b>						\$459.00	
<b>Item Total for Line 2</b>						\$459.00	

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			<b>Page</b> 3

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**Purchaser:** Arnold, Valerie

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3-1	Self Stick Flags, .5" x 1.7", Multi color, 1 color per dispenser, 35 flags/Dispenser, 4 Dispensers/Pk SKU: 61593421500	615-93	150.00	PKG	3.57000	\$535.50	11/10/2022
<b>Schedule Total</b>						\$535.50	
<b>Item Total for Line 3</b>						\$535.50	
<b>Total PO Amount</b>						\$1,912.50	

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

**10/29/2022**