

# 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-3-0000303938</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> 10/31/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1 - 11/1/2022
			<b>Page</b> 1
			<b>Ship To:</b> 4551 - Austin:4301 N Lamar Blvd HEALTH & HUMAN SERVICES COMMISSION 4301 N Lamar Blvd 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:** Coleman, Rosetta V 512/406-2677

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-S3  
Requisition 0000206755 NTE:18.94/hr =393,952.00  
PO Service Dates 10/31/2022 to 08/31/2023

Terms and Conditions per Managed Term Contract 962-S3 apply to this Purchase Order.

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: Entry level  
Temp: 10  
Hours per week: 40  
Work Hours: 8:00 am to 5:00pm

**JOB DESCRIPTION:**

Custodian I  
Job Description (Please copy and paste here if on another document):  
Vendor will provide temporary employees who will provide various housekeeping services and responsibilities within the buildings on AuSSLC campus. Services include but may not be limited to, cleaning the various workshops and every office building daily, dusting for cobwebs, disinfecting all surfaces throughout the facility, sweeping/mopping all floors and vacuuming when necessary, cleaning all restrooms daily, dusting walls, and taking out the trash daily and as needed throughout the buildings and grounds of the Austin State Supported Living Center.

Department: Housekeeping  
Street Address of Work Location: 2203 W 35th St  
City/State/Zip: Austin, TX 78703  
Bldg/Room#: 728/Maintenance

Supervisor Contact (Time card approval/resume reviewer/interviewer): Jorge Gonzlez  
Phone: 512 917-9271  
Email: Jorge.Gonzalez@hhs.texas.gov

Alternate Contact: Joe Tovar  
Phone: 737 267-9817

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Email: Joe.tovar@hhs.texas.gov

Agency Contact: Joshua Barber  
Email: joshua.Barber@hhs.texas.gov

PCS contact: Rosetta Coleman, CTCM, CTCD  
Phone number: (512)-406-2677  
Email address: rosetta.coleman03@hhs.texas.gov

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202

Contact: Mike Pierulla  
Phone: 512-834-8242  
Email: tempservicepo@workquesttx.com; mpierulla@workquesttx.com

CC: tempservicepo@workquesttx.com

1-1	FY23 CH1 Services AuSSLC WorkQuest Housekeeping Services: Entry level Custodian I (10 temp employees, M-F, \$18.94/hr = \$393,952.00)	962-69	20800.00	HR	18.94000	\$393,952.00	10/31/2022
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<b>Schedule Total</b>	\$393,952.00
<b>Item Total for Line 1</b>	\$393,952.00
<b>Total PO Amount</b>	\$393,952.00

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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**

*Rosetta Coleman, CTCM*

**11/01/2022**