

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-3-0000304445
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 11/07/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 1725 - Houston:1320 E 40th St HEALTH & HUMAN SERVICES COMMISSION 1320 E 40th St PO Box 16017 Houston TX 77022 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
5425 Polk St
PO Box 16017
Ste 220
Houston TX 77023
United States

Fax: 713/767-2488
Email: Reg_06_Regional_Budget_PRF@hhsc.state.tx

Purchaser: Rodriguez,Linda 512/406-2533

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition # 211717

Freight Terms: FOB Destination. Freight included.

Shipping Instructions: Ship according to the DUE DATES specified on the PO.

** Driver assistant required to move the pallets of copy paper to the end of the truck. We will use forklift to unload the pallets of copy paper. **

SMARTBUY PO # 23029332

Agency Delivery Contact:
Patricia Basquez @ 713-696-8021
Patricia.Basquez02@hhs.texas.gov

Purchaser Information:
Linda Rodriguez @ 512-406-2533
Linda.Rodriguez23@hhs.texas.gov

Vendor Information:
WorkQuest
Customer Service @ 512-451-8145
customerservice@workquest.com

Term Contract # 645-S1

Procurement Method: EX/0
Purchase made under the Authority of Texas Government Code 2155.441 (WorkQuest/TIBH Set-Aside)

Requirements/Limitations:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature.

INCLUDE P.O. NUMBER ON INVOICES, PACKING SLIPS, CARTONS, PACKAGES, BUNDLES, ETC.

1-1	Commodity Code: 64521350104-2 - Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11" - R06	645-21	480.00	CTN	48.61000	\$23,332.80	11/28/2022
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Schedule Total \$23,332.80

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Item Total for Line 1 \$23,332.80

Total PO Amount \$23,332.80

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

Linda Rodriguez, CTCB, CTCM

11/16/2022