

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-3-0000305191
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 11/17/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 0011 - Abilene:4601 S 1st St HEALTH & HUMAN SERVICES COMMISSION 4601 S 1st St PO Box 521 Abilene TX 79605 United States
			Page 1

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

Bill To: Invoice-HHSC Region 2/9, Commu
HEALTH & HUMAN SERVICES COMMISSION
4601 S 1st St
PO Box 521
Abilene TX 79605
United States

Email: Reg02_Admin_Services@hhs.texas.gov

Purchaser: Connell,Ron Lee

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 General Goods

Exempt
EX/0

Requisition #: HHSTX-3-0000212604
Smartbuy PO#: 23052145

Requester Name: CHARLIE CRUZ
Phone #: 325-795-5613
Email: Charlie.cruz@hhs.texas.gov

SHIP TO ATTN : CHARLIE CRUZ, 325-795-5613, Charlie.cruz@hhs.texas.gov

Purchaser Name: Ron Connell
Phone #: 512-406-2666
Email: Ron.CConnell@hhs.texas.gov

Vendor Name: Workquest 1741976051
Contact: Tricia Sullivan
Phone #: 512-451-8145
Email: tsullivan@workquest.com
Contract: 615-S1, 785-S1, 620-S1, 615-S2, 207-S2, 605-S1

Procurement exempt from CPA rules - In accordance with Texas Government Code, Title 7, Chapter 771, Interagency Cooperation Act.

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

** ALL INVOICES/CORRESPONDENCE MUST REFERENCE THE NEW PURCHASE ORDER NUMBER FOR FY23. **

Deliver to SHIP TO ADDRESS ON PO Please include PO NUMBERS ON PACKING SLIPS, CARTONS, PACKAGES, BUNDLES, ETC.

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Freight Terms are FOB Destination Prepaid and Allowed/Add.

Delivery hours are from 8:30-11:30 AM and 1:00-4:30 PM Monday thru Friday except designated State Holidays when the Warehouse is closed.

1-1	Compressed Inert Gas, 10 Oz. Can, Air Duster 20725292005	207-25	180.00	EA	6.04000	\$1,087.20	12/01/2022
Schedule Total						\$1,087.20	
Item Total for Line 1						\$1,087.20	
2-1	Binder, 1" Capacity, 3 Ring, Vinyl View (Green) 61573161108-04	615-37	550.00	EA	3.83000	\$2,106.50	12/07/2022
Schedule Total						\$2,106.50	
Item Total for Line 2						\$2,106.50	
3-1	Box, Archive Storage, Removable Lid, Letter/Legal, Recycled; DOCK DELIVERY. 61537130850	615-17	40.00	CTN	72.00000	\$2,880.00	12/07/2022
Schedule Total						\$2,880.00	
Item Total for Line 3						\$2,880.00	
4-1	Cleaner, Dry Erase Marker board, 8 Oz. Spray 78557300825	785-57	24.00	EA	3.34000	\$80.16	12/01/2022
Schedule Total						\$80.16	
Item Total for Line 4						\$80.16	
5-1	Correction Tape, White, Single Line,	615-29	360.00	EA	2.44000	\$878.40	12/01/2022

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Sideways Delivery 61529311005							
Schedule Total						\$878.40	
Item Total for Line 5						\$878.40	
6-1	Eraser, Dry Erase, Washable Foam 78557270853	785-57	12.00	EA	2.10000	\$25.20	12/01/2022
Schedule Total						\$25.20	
Item Total for Line 6						\$25.20	
7-1	Expanding File Folder 3.5 inch, open top 61541221950	615-41	1000.00	EA	1.61000	\$1,610.00	12/08/2022
Schedule Total						\$1,610.00	
Item Total for Line 7						\$1,610.00	
8-1	Highlighter, Pocket, 3 Each-Yellow, Blue, Pink, Green 62090384009	620-90	80.00	DOZ	7.22000	\$577.60	11/24/2022
Schedule Total						\$577.60	
Item Total for Line 8						\$577.60	
9-1	Highlighter, Wedge Tip, 12 Each Yellow 62090361007	620-90	50.00	DOZ	8.30000	\$415.00	12/01/2022
Schedule Total						\$415.00	
Item Total for Line 9						\$415.00	
10-1	Labels, Shipping, Skilcraft, 3-1/3" X 4" white 20772503114	207-72	20.00	BXC	27.17000	\$543.40	12/01/2022

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Schedule Total						\$543.40	
Item Total for Line 10						\$543.40	
11-1	Labels, Address, Avery 5160, 1" X 2-5/8" 20772502033	207-72	12.00	BXC	23.34000	\$280.08	12/01/2022
Schedule Total						\$280.08	
Item Total for Line 11						\$280.08	
12-1	Marker, Dry Erase, Chisel Tip, 12 Each Black 62086509262-1	620-86	24.00	DOZ	6.22000	\$149.28	12/01/2022
Schedule Total						\$149.28	
Item Total for Line 12						\$149.28	
13-1	Markers, Dry Erase, Chisel Tip, 8 Color/Set 62086509254	620-86	48.00	EA	9.09000	\$436.32	12/01/2022
Schedule Total						\$436.32	
Item Total for Line 13						\$436.32	
14-1	Pen, Rollerball Gel Ink Retractable Rubber Grip, General Use Black 62080220106	620-80	240.00	DOZ	9.30000	\$2,232.00	12/01/2022
Schedule Total						\$2,232.00	
Item Total for Line 14						\$2,232.00	
15-1	Pen, Rollerball Gel Ink Retractable Rubber Grip, General Use Blue	620-80	120.00	DOZ	9.30000	\$1,116.00	12/01/2022

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	62080220205						
					Schedule Total	\$1,116.00	
					Item Total for Line 15	\$1,116.00	
16-1	Pen, Ballpoint, Mini 4", Medium Point, Black Ink 62080141005	620-80	40.00	BXC	11.48000	\$459.20	12/01/2022
					Schedule Total	\$459.20	
					Item Total for Line 16	\$459.20	
17-1	Self Stick Note Pad, 4" x 6", Yellow 61562385602; Supplier Part# MMM6605SSCY	615-62	96.00	PKG	9.97000	\$957.12	12/01/2022
					Schedule Total	\$957.12	
					Item Total for Line 17	\$957.12	
18-1	Scissor, Bent, 8" Length, Cut Length 3 1/4", Stainless Steel, Rubberized Grip 60569453081	605-69	100.00	EA	4.83000	\$483.00	12/01/2022
					Schedule Total	\$483.00	
					Item Total for Line 18	\$483.00	
Total PO Amount						\$16,316.46	

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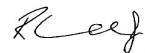
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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services 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



11/17/2022