

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-3-0000305948
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 12/02/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
		Ship To:	5009 - Vernon:4730 College Dr HEALTH & HUMAN SERVICES COMMISSION 4730 College Dr PO Box 2231 Vernon TX 76385 United States

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

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@dshs.texas.gov

Purchaser: Alexander, Leslie L 512/406-2424

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

TX Smart Buy Purchase Order #: 23056489

PCC: EX/0
615-S1
Term: 11/16/2021 - 11/30/2026

Requisition #: 0000211219

INVOICING - See above for Bill to Information

See above for SHIP TO ADDRESS ON PO

Agency Delivery Contact:
Lead Contact (Program SME) Name: Dawna Fulford
Lead Contact Email: dawna.fulford@hhs.texas.gov
Lead Contact Phone: 940-552-4337

Contract Manager Name: Drew Hardy, CTCM
Contract Manager Email: drew.hardy2@hhs.texas.gov
Contract Manager Phone: 940-552-4055

Warehouse: Please deliver to Business Office - Dawna Fulford

HHSC terms and conditions attached

Purchaser Information:
HHSC Purchasing:
Contact Name: Leslie Alexander
Contact Phone: 512-406-2424
Fax: 512-406-2695
Email: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:
Contact Name: WorkQuest Customer Service
Email: customerservice@workquest.com
Phone: (512) 451-8145

Freight Terms are FOB Destination Prepaid and Allowed/Add
Terms: Net 30

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			Ship To: 5009 - Vernon:4730 College Dr HEALTH & HUMAN SERVICES COMMISSION 4730 College Dr PO Box 2231 Vernon TX 76385 United States

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Purchaser: Alexander, Leslie L 512/406-2424

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Index Tabs, A-Z, Multi-Color 8 1/2" x 11" White Heavy Weight; Item # 61511062442	615-11	15.00	PKG	2.98000	\$44.70	12/02/2022
Schedule Total						<u>\$44.70</u>	
Item Total for Line 1						<u>\$44.70</u>	
2-1	Index Tabs, Monthly (Jan-Dec), Multi-Color, Letter Sz, White; Item #61511062400	615-11	15.00	PKG	2.30000	\$34.50	12/02/2022
Schedule Total						<u>\$34.50</u>	
Item Total for Line 2						<u>\$34.50</u>	
Total PO Amount						\$79.20	

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

Leslie Akintola, CFP

12/05/2022