

# Department of State Health Services

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Dest. Prepaid & Allowed	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000306309</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> 12/07/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> <b>Page</b> 1
		<b>Ship To:</b>	4546 - Austin:1100 W 49th St (DBGL) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DBGL) PO Box 149347 Austin TX 78756 United States

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

**Bill To:** Invoice-DSHS Fiscal Claims  
DEPARTMENT OF STATE HEALTH SERVICES  
1100 W 49th St (RBB)  
PO Box 149347  
Austin TX 78756  
United States

**Fax:** 512/458-7442  
**Email:** invoices@dshs.texas.gov

**Purchaser:** Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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AGENCY CONTACT:  
Name: Cynthia Martinez  
Phone: 512/776-7430  
Email: cynthia.martinez@dshs.texas.gov

PURCHASER:  
Name: Patricia Fletcher  
Phone: 512/406-2538  
Email: patricia.fletcher@hhs.texas.gov

VENDOR:  
Name Workquest  
Phone: 512/451-8145  
Email: smartbuy@workquest.com  
Contract: Customer Service  
Term 11/16/2021 - 11/30/2026

Smart Buy PO: 23058852

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  
REQUIREMENTS/LIMITATIONS:  
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.  
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO. FREIGHT: F.O.B. Destination Freight prepaid Allowed. Delivery hours are from 8-11:30am and 1-4:30pm M-F Except State Holidays.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

1-1	DESK PAD CALENDAR, 22" X 17"; NIGP: 61519; SUPPLIER #61519130779; MANUFACTURER #HOD124	615-19	20.00	EA	8.49000	\$169.80	12/14/2022
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**Schedule Total**                     \$169.80

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VENDOR INFORMATION:  
Vendor: Tx Smart Buy  
VID: 17419760511  
Contractor: WorkQuest Inc  
Email: smartbuy@workquest.com  
Phone: (512) 451-8145  
Address: 1011 East 53 1/2 Street Austin TX 78751

PO BILL TO INFORMATION  
  
DSHS  
ATTN: FISCAL DIVISION/ ACCOUNTS PAYABLE  
1100 WEST 49TH STREET  
AUSTIN, TEXAS 78756

CODE # 4546

FOR DSHS INTERNAL DELIVERY INFO:  
BUILDING: Laboratory L114  
FLOOR: L-204.1  
CONTACT: Cynthia Martinez  
PHONE #: 512-776-7430

Requester Name: Cynthia Martinez  
Requester Phone Number/area code: 512-776-7430  
Requester E-mail address: Cynthia.Martinez@dshs.texas.gov

SCOR Division- DSHS-Infectious Disease

**Item Total for Line 1** \_\_\_\_\_ \$169.80

2-1	MONTHLY PLANNER, WIRE BOUND, BLACK, 8 7/8" X 11 1/4"; NIGP: 61515; SUPPLIER #61515074505	615-72	30.00	EA	14.65000	\$439.50	12/14/2022
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**Schedule Total** \_\_\_\_\_ \$439.50

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**Item Total for Line 2** \_\_\_\_\_ \$439.50

**Total PO Amount** \$609.30

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.

<b>Authorized By</b> <i>Patricia Fletcher, CPM</i>	<b>12/07/2022</b>
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