

# 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-3-0000307070</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> 12/21/22
<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> 2171 - Lubbock:6302 Iola Ave HEALTH & HUMAN SERVICES COMMISSION 6302 Iola Ave Lubbock TX 79424 United States

**Vendor:** 1203139745 3  
PLAINS PRESORT SERVICES LTD  
PO BOX 2224  
LUBBOCK TX 794082224  
United States

**Bill To:** Invoice-HHSC OES, Texas Works  
HEALTH & HUMAN SERVICES COMMISSION  
6302 Iola Ave  
Lubbock TX 79424  
United States

**Fax:** 806/783-6620  
**Email:** HHSC Reg01\_Admin\_Services@hhsc.state.tx.

**Purchaser:** Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition #: 0000214141

Procurement Type: SP/E  
Not to Exceed \$2,000.00

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

Freight: F.O.B Destination Freight Prepaid Allowed

Delivery: 10 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

Quote #: 1399

Agency Contact:  
Diana Bravo @ 806-783-6616  
diana.bravo@hhs.texas.gov

Purchaser:  
Veronica Alvarado @ 512-406-2505  
Veronica.Alvarado@hhs.texas.gov

Vendor Information:  
Plains Presort Services, LTD.  
Melody Westlake @ 806-373-5919, ext. 5  
melodyw@pps-mail.net

Requirement / Limitations:  
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

1-1	#10 Certified EZ Confirm Envelopes	310-24	1000.00	EA	1.00000	\$1,000.00	01/04/2023
<b>Schedule Total</b>						\$1,000.00	
<b>Item Total for Line 1</b>						\$1,000.00	
2-1		310-24	1000.00	EA	1.00000	\$1,000.00	01/04/2023

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9x12 Certified EZ Confirm Envelopes

<b>Schedule Total</b>	\$1,000.00
<b>Item Total for Line 2</b>	\$1,000.00
<b>Total PO Amount</b>	\$2,000.00

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**



12/21/2022