

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000308060
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 01/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 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
			Page 1

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: Muhammad, Demetta Jon 512/406-2423

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 funding
EX/0- TGC 2155.441 - Managed Term Contract 962-M3
Requisition 215612
PO Service Dates 01/10/2013 to 08/31/2023

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Texas District: 14

Job classification: 0182
Job class title: Document Services Technician III
Job skill level: Experienced
Temp: Carl Ross
Hours per week: 40
Estimated hours: 970 reg hrs/ 40 OT Hrs

JOB DESCRIPTION:
Performs routine administrative support and program assistance in the processing of automation mailing services to DSHS Programs and other agencies United States Postal Services rules and regulators. Work involves operating automation mailing equipment consisting of folding, inserting, and addressing. Works with mailing databases and access files for addressing mail pieces. Assist in keeping records for all jobs processed monthly. Assists with cleaning and minor repairs to automation mailing equipment. Performs tasks under general supervision with moderate latitude for the use of initiative and independent judgement.

Essential Job Functions:
Set-up and operate maintain automation mailing equipment to distribute mail pieces to DSHS internal and external customers. Create mailing address labels to conform to customer requirements using established address software programs. Meet customer timelines. Set-up, operate, and maintain Pitney Bowes 8300 inserter/folder to fold and insert letters. Set-up equipment to meet customer mailing requirements for 1st class mail, 1st class presort or presort standard. Daily cleaning and maintenance of automation mailing equipment consisting of sweeping, brushing, dusting, greasing, and using specified cleaning solvents. Make minor repairs to equipment as needed. Assist in recording jobs daily for monthly reporting. Assists in maintaining work area inventory supply levels consisting of envelopes, ink, rollers, paper, labels, boxes, mailing trays and office supplies. Other duties as assigned.

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Knowledge, Skills, Abilities:

Knowledge of mailing operations and United States Postal services rules and regulations Knowledge of offices practices and administrative procedures Skill in operating automation equipment Skill in the use of standard office equipment, personal computer and software Ability to adjust, maintain, and repair automation equipment Ability to understand and follow oral and written instructions Ability to work cooperatively with other in a team oriented environment Ability to work in fast paced production oriented environment Ability to stand long periods of time performing repetitive work Ability to move 50lbs of paper or mailing materials in boxes or trays Ability to use material handling equipment

Service Period
Start date: 01/10/2023
End date: 08/31/2023

Hours: 7:00 am - 4:00 pm
Days per week: Monday - Friday

Department: Mail Room
Street Address of Work Location:
1100 W. 49th Street
Austin, TX 78756

Supervisor Contact (Time card approval/resume reviewer/interviewer):
Gabe Pina
Phone: 512-776-3642
Email: Gabe.Pina@DSHS.TEXAS.GOV

Agency Contact:
Lulu Schuler
Phone: 512-776-3444
Email: Lulu.Schuler@DSHS.TEXAS.GOV

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Mike Pierulla
Phone: (512) 451-8145

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Email: tempservicepo@workquesttx.com; mpierulla@workquesttx.com

PCS Purchasing contact
Demetta Muhammad
512-412-5981
demetta.muhammad02@hhs.texas.gov

1-1	Document Services Tech III Expert Workquest Reg Hrs	962-69	960.00	HR	35.46000	\$34,041.60	01/10/2023
Schedule Total						\$34,041.60	
Item Total for Line 1						\$34,041.60	
2-1	Document Services Tech III Expert Workquest OT Hrs	962-69	40.00	HR	50.71000	\$2,028.40	01/10/2023
Schedule Total						\$2,028.40	
Item Total for Line 2						\$2,028.40	
Total PO Amount						\$36,070.00	

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.

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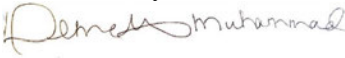
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Authorized By 	01/10/2023
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