

# Health and Human Services Commission

## Purchase Order

**TX SmartBuy PO ID 23072985**

**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-3-0000308148</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> 01/11/23
<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>	5030 - Terrell:1200 E Brin HEALTH & HUMAN SERVICES COMMISSION 1200 E Brin PO Box 70 Terrell TX 75160 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:** Mills,George M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 30 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

NO DELIVERIES BETWEEN 12:00-1:00PM

AGENCY CONTACT:

Lead Contact

Whse Supvr Robert Horton  
Ph - 972-551-8864  
robert.horton@hhs.texas.gov

Ship to Attn:  
Whse Supvr Robert Horton  
Ph - 972-551-8864  
robert.horton@hhs.texas.gov

Building and Room number  
Health Human Services Commission

Terrell SH  
1200 Brin  
PO Box 70  
Terrell, Tx 75160  
United States

Warehouse deliver to:

HHSC BUYER:  
George Mills, CTCD, Ph 512-406-2602, Fax 512-406-2695,  
email George.Mills@hhs.texas.gov

VENDOR:

WorkQuest, Inc.

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Contact Name: Customer Service

Email: smartbuy@workquest.com

Phone: (512) 451-8145

Address: 1011 East 53 1/2 Street Austin TX 78751

PURCHASING METHOD: EX/0

Purchase made under the Authority of Texas Government Code 2155.441 (WorkQuest/TIBH Set-Aside)

Smartbuy PO:23072985

**REQUIREMENTS/LIMITATIONS:**

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

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

Requisition MIM2309169 Line: 14, 16,21-23,29-30.

Please follow the Texas Comptroller's Invoicing standards as seen below.

Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.

(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.

The invoice should include, but is not limited to including:

- (1) the contractor's mailing and e-mail (if applicable) address;
- (2) the contractor's telephone number;
- (3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
- (4) the state agency's name, agency number, delivery address;
- (5) the state agency's purchase order number, if applicable;
- (6) the contract number or other reference number, if applicable;
- (7) a valid Texas identification number (TIN) issued by the Comptroller;
- (8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (9) unit numbers corresponding to the amount of the invoice;
- (10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
- (11) other relevant information supporting and explaining the payment requested

1-1	450-06-10010-3 BATTERY AAA HI 144/CS RAYVC WRKQST 45006100103	450-06	20.00	CS	42.86000	\$857.20	01/10/2023
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**Schedule Total**                     \$857.20

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<b>Item Total for Line 1</b>						<u>\$857.20</u>	
2-1	485-13-00010-0 SANITIZER FOAM PURELL ADX 3/CS WRKQST 48613508 1200ML	485-13	6.00	CS	59.19000	\$355.14	01/10/2023
<b>Schedule Total</b>						<u>\$355.14</u>	
<b>Item Total for Line 2</b>						<u>\$355.14</u>	
3-1	475-41-48193-4 GLOVE NTRL PF LGE BLU 100/BX WRKQST 47541484058	475-41	520.00	BX	16.40000	\$8,528.00	01/10/2023
<b>Schedule Total</b>						<u>\$8,528.00</u>	
<b>Item Total for Line 3</b>						<u>\$8,528.00</u>	
4-1	485-16-00266-2 CLEANER DISINF D3LMNCD GAL WRKQST 48618244 4/CS DSPSR	485-16	24.00	CS	85.81000	\$2,059.44	01/10/2023
<b>Schedule Total</b>						<u>\$2,059.44</u>	
<b>Item Total for Line 4</b>						<u>\$2,059.44</u>	
5-1	485-18-36400-0 CLEANER DEGR FLR BIOEXT 4/CS WRKQST 48618223	485-18	18.00	CS	97.29000	\$1,751.22	01/10/2023
<b>Schedule Total</b>						<u>\$1,751.22</u>	
<b>Item Total for Line 5</b>						<u>\$1,751.22</u>	
6-1	605-88-40020-0 STAPLER 20 SHEET FULL-STRP WRKQST 60588400200	605-88	15.00	EA	7.64000	\$114.60	01/10/2023
<b>Schedule Total</b>						<u>\$114.60</u>	

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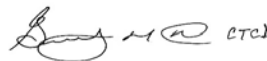
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
<b>Item Total for Line 6</b>						\$114.60	
7-1	615-09-17077-7 BINDER 3-RNG 2IN HVY DTY WHT WRKQST 61573163104-1	615-09	72.00	EA	5.35000	\$385.20	01/10/2023
<b>Schedule Total</b>						\$385.20	
<b>Item Total for Line 7</b>						\$385.20	
<b>Total PO Amount</b>						\$14,050.80	

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**



**01/11/2023**