

# 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-3-0000309005</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> 01/26/23
<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> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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

**Bill To:** Invoice-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hpsc.state.tx.us

**Purchaser:** Maldonado, Daniel Ray

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: 21 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

AGENCY CONTACT:  
Tracy Rodriguez  
512-536-0404  
Tracy.Rodriguez@hhs.texas.gov

Ship to Attn: Tracy Rodriguez

HHSC BUYER:  
Daniel Maldonado, CTCD  
512-406-2649  
Daniel.Maldonado01@hhs.texas.gov

VENDOR:  
Workquest  
orders@workquest.com

PURCHASING METHOD: EX/0  
Purchase made under the Authority of Texas Government Code 2155.441 (WorkQuest/TIBH Set-Aside)

Term Contact: 615-S1  
Term: Today until 8/31/23  
Smartbuy PO: 23084352

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

Requisitions # 0000213745 0000213752

1-1	Calendar, Desk Pad, 22 X 17	615-19	3.00	EA	8.49000	\$25.47	01/26/2023
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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Supplier Part Number: 61519130779 Manufacturer Part #: HOD124						
					<b>Schedule Total</b>	\$25.47	
					<b>Item Total for Line 1</b>	\$25.47	
2-1	Calendar, Monthly Planner, Black, 6.8 In X 8.75 In Supplier Part Number: 61519700279 Manufacturer Part #: HOD262602	615-19	17.00	EA	13.08000	\$222.36	01/26/2023
					<b>Schedule Total</b>	\$222.36	
					<b>Item Total for Line 2</b>	\$222.36	
3-1	Self Stick Note Pad, 4" x 6", Neo Supplier Part Number: MMM6605SSCYneon	615-62	5.00	PKG	10.25000	\$51.25	01/26/2023
					<b>Schedule Total</b>	\$51.25	
					<b>Item Total for Line 3</b>	\$51.25	
<b>Total PO Amount</b>						\$299.08	

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**

Daniel  
Maldonado

Digitally signed by Daniel  
Maldonado  
Date: 2023.01.26  
13:31:40 -06'00'

**01/26/2023**