

Health and Human Services Commission

Purchase Order

TX SmartBuy PO ID 23084984

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309277
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 01/31/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
		Ship To:	5950 - El Paso:6700 Delta Dr HEALTH & HUMAN SERVICES COMMISSION 6700 Delta Dr 6700 Delta Dr El Paso TX 79905 United States

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

Bill To: Invoice - DADS
HEALTH & HUMAN SERVICES COMMISSION
2501 Maple St
PO Box 451
Abilene TX 79602
United States

Fax: 325/795-3807
Email: 710Accounting@hhsc.state.tx.us

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: 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

NO DELIVERIES BETWEEN 12:00-1:00PM

AGENCY CONTACT:

Lead Contact

Lead Contact: Whse Supvr Pete Monarez
Lead Contact Email: pete.monarez@hhs.texas.gov
Lead Contact Phone: 915-782-6475

Ship to Attn:
Contact: Whse Supvr Pete Monarez
Phone 915-782-6475
Email: pete.monarez@hhs.texas.gov

Building and Room number
HEALTH HUMAN SERVICESCOMMISSION
El Paso SSLC Whse
6700 Delta Dr
El Paso, Tx 79905
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.

Contact Name: Customer Service

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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: 23084984

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 MIM2310271.

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	390-91-35000-2 WATER DRINK 16.9OZ 24/CS WRKQST 39091350002	390-91	72.00	CS	6.69000	\$481.68	02/14/2023
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Schedule Total \$481.68

01/31/23 Minimum amount change from 70 to 72. GM

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Item Total for Line 1						\$481.68	
2-1	615-11-06240-0 TAB INDEX JAN-DEC AST COL LTR WRKQST 61511062400	615-11	18.00	PKG	2.30000	\$41.40	02/14/2023
Schedule Total						\$41.40	
Item Total for Line 2						\$41.40	
3-1	615-19-13077-9A 2023 CALENDAR DSK PD 22X17 WRKQST 61519130779	615-19	10.00	EA	8.49000	\$84.90	02/14/2023
Schedule Total						\$84.90	
Item Total for Line 3						\$84.90	
4-1	620-90-16102-7 MARKER PRM CHSL TIP BLK WRKQST 62090161027	620-90	12.00	DZ	5.21000	\$62.52	02/14/2023
Schedule Total						\$62.52	
Item Total for Line 4						\$62.52	
5-1	640-75-58000-0 TISSUE TOILET 2PLY 80/CS WRKQST 6407558	640-75	40.00	CS	47.72000	\$1,908.80	02/14/2023
Schedule Total						\$1,908.80	
Item Total for Line 5						\$1,908.80	
6-1	615-15-07450-5A 2023 APPT PLN MNTHLY 8X11 WRKQST 61515074505	615-15	10.00	EA	14.65000	\$146.50	02/14/2023
Schedule Total						\$146.50	
Item Total for Line 6						\$146.50	

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7-1	640-85-31270-6 TOWEL INDUSTRIAL WIPE WRKQST 64085312706	640-85	70.00	CS	36.54000	\$2,557.80	02/14/2023
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Schedule Total \$2,557.80

Item Total for Line 7 \$2,557.80

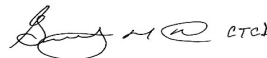
Total PO Amount \$5,283.60

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



01/31/2023