

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

|  |   |                             |   |
|--|---|-----------------------------|---|
| <b>Payment Terms</b><br>Net 30   | <b>Freight Terms</b><br>Prepaid & Allow | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-3-0000309343</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><br>02/03/23   |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br>3372 - Alamo:1001 W State Hwy 495<br>HEALTH & HUMAN SERVICES COMMISSION<br>1001 W State Hwy 495<br>Alamo TX 78516<br>United States |
|  |   |                             | <b>Page</b><br>1  |

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

**Bill To:** Invoice-HHSC-Adult Protective  
HEALTH & HUMAN SERVICES COMMISSION  
2520 S Veterans Blvd  
PO Box 960  
Edinburg TX 78539  
United States

**Fax:** 956/316-8355  
**Email:** reg11purchases@hhsc.state.tx.us

**Purchaser:** Farris,Lilly K 512/406-2452

| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

FY23

AP EMAIL ADDRESS: reg11purchases@hhs.texas.gov

PROCUREMENT TYPE: Non-Competitive: EX/0 (WorkQuest)  
Purchase made under the Authority of Texas Government Code 2155.441 (WorkQuest/TIBH Set-Aside)

REQUISITION #: HHSTX-3-0000217907

DELIVERY: Days After Receipt of TxSmartBuy PO #:

Deliver to 1001 W State Hwy 495 Alamo TX 78516 to East Side of File Room

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays

AGENCY CONTACT:

Name: Melinda Ortega  
Facility: HHSC Alamo Office  
Phone: 956-283-2650  
Email: melinda.ortega@hhs.texas.gov

HHSC PURCHASER/BUYER:

Name: Lilly Farris CTCD  
Phone: 512-406-2452  
Email: lilly.farris@hhs.texas.gov

VENDOR INFORMATION:

Name: WorkQuest  
Contact: Customer Service  
Phone: 512-451-8145  
Email Address: orders@workquest.com

QUOTE #:

TxSmartBuy PO #:  
Term Contract #:  
Term:

FREIGHT: F.O.B. Destination Freight Prepaid Allowed  
TxSmartBuy PO #23085417

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|------------------------------|--|------------|----------|-----|-----------|--------------|------------|
| 1-1                          | Paper, Bond, Recycled, White, Prem No 4, 20 lb, Letter, commodity code/supplier p/n: 64521350104-1 | 645-21     | 20.00    | CTN | 60.91000  | \$1,218.20   | 02/23/2023 |
| <b>Schedule Total</b>        |  |            |          |     |           | \$1,218.20   |            |
| <b>Item Total for Line 1</b> |  |            |          |     |           | \$1,218.20   |            |
| 2-1                          | Inside Premium Delivery  | 645-21     | 1.00     | LOT | 200.00000 | \$200.00     | 02/23/2023 |
| <b>Schedule Total</b>        |  |            |          |     |           | \$200.00     |            |
| <b>Item Total for Line 2</b> |  |            |          |     |           | \$200.00     |            |
| 3-1                          | Lift Gate Fee  | 645-21     | 1.00     | LOT | 45.00000  | \$45.00      | 02/23/2023 |
| <b>Schedule Total</b>        |  |            |          |     |           | \$45.00      |            |
| <b>Item Total for Line 3</b> |  |            |          |     |           | \$45.00      |            |
| <b>Total PO Amount</b>       |  |            |          |     |           | \$1,463.20   |            |

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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**Authorized By**

*Lilly Farris, CTCD*

02/06/2023