

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000309703
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 02/07/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 3301 - Weslaco:510 S Texas Blvd DEPT FAMILY AND PROTECTIVE SERVICES 510 S Texas Blvd Ste 2 Weslaco TX 78596 United States

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: Thompson,Casandra

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 NGIP 21
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 20 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: 12-1PM
- ** Deliver to Location: Monday thru Friday, 8-11:30AM and 1-4:30PM
- ** Include P.O number on Packing slips, cartons, packages, bundles, etc.
- ** Deliver to back room by vending machines

AGENCY CONTACT:
Arlena Salazar
Phone: (956) 614-7111
Alt PH: (956) 316-8147
Email: Arlena.Salazar@hhs.texas.gov

Elizabeth Munoz
Phone: (956) 969-9200
Email: Elizabeth.Munoz@dfps.state.tx.us

Ship to Attn: Elizabeth Munoz/Arlena Salazar
Phone: (956) 969-9200
Email: Elizabeth.Munoz@dfps.texas.gov
Department Family and Protective Services
510 S Texas Blvd
Weslaco, TX 78596

HHSC BUYER:
Casandra Thompson, CTCD
512-776-4243
Casandra.thompson@hhs.texas.gov

VENDOR:
WorkQuest, Inc.
Phone: (512) 451-8145
Email: smartbuy@workquest.com

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

Term Contact: 645-S1
Term: February 1, 2002, through November 30,2026
Smartbuy PO: 23085911

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 0000218163

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	02/27/2023
Schedule Total						\$1,218.20	
Item Total for Line 1						\$1,218.20	
2-1	Inside Premium Delivery	645-21	1.00	LOT	200.00000	\$200.00	02/27/2023
Schedule Total						\$200.00	
Item Total for Line 2						\$200.00	
3-1	Lift Gate Fee	645-21	1.00	LOT	45.00000	\$45.00	02/27/2023
Schedule Total						\$45.00	
Item Total for Line 3						\$45.00	
Total PO Amount						\$1,463.20	

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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

Casandra Thompson, CTCD

02/07/2023