

# Health and Human Services Commission

## Purchase Order

**TX SmartBuy PO ID 23086280**

**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-3-0000309861</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> 02/09/23
<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> 5884 - Denton:3980 State School Rd HEALTH & HUMAN SERVICES COMMISSION 3980 State School Rd PO Box 368 Denton TX 76210 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: 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 12:00-1:00PM

AGENCY CONTACT:

Lead Contact

Lead Contact: Whse Supvr Steve Robinson  
Lead Contact Email: steve.robinson@hhs.texas.gov  
Lead Contact Phone: 940-591-3237

Ship to Attn:  
Contact: Whse Supvr Steve Robinson  
Ph: 940-591-3237  
steve.robinson@hhs.texas.gov

Building and Room number  
HEALTH HUMAN SERVICESCOMMISSION  
Denton SSLC Whse  
3980 State School Rd  
PO Box 368  
Denton, Tx 76210  
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: 23086280

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 MIM2309722. Lines: 17-18, 24, 48-52, 54.

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	475-41-48105-8 GLOVE NTRL PF SML BLU 100/BX WRKQST 47541484058	475-41	900.00	BX	13.63000	\$12,267.00	02/28/2023
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<b>Schedule Total</b>	\$12,267.00
<b>Item Total for Line 1</b>	\$12,267.00

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**Purchaser:** Mills, George M

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2-1	475-41-48155-3 GLOVE NTRL PF MED BLU 100/BX WRKQST 47541484058	475-41	900.00	BX	13.63000	\$12,267.00	02/28/2023
<b>Schedule Total</b>						\$12,267.00	
<b>Item Total for Line 2</b>						\$12,267.00	
3-1	475-65-15400-3 PAD ALC PREP MED STR 200/BX WRKQST 47565154003	475-65	100.00	BX	2.59000	\$259.00	02/28/2023
<b>Schedule Total</b>						\$259.00	
<b>Item Total for Line 3</b>						\$259.00	
4-1	615-09-17077-7 BINDER 3-RNG 2IN HVY DTY WHT WRKQST 61573163104-1	615-09	48.00	EA	5.35000	\$256.80	02/28/2023
<b>Schedule Total</b>						\$256.80	
<b>Item Total for Line 4</b>						\$256.80	
5-1	620-90-68020-8 HI-LITER AST COL 4/PKG WRKQST 62090680208	620-90	25.00	PKG	4.80000	\$120.00	02/28/2023
<b>Schedule Total</b>						\$120.00	
<b>Item Total for Line 5</b>						\$120.00	
6-1	615-39-12000-1 TAB INDEX NUM 1-5 AST COL LTR WRKQST 61539120001	615-39	25.00	EA	1.81000	\$45.25	02/28/2023
<b>Schedule Total</b>						\$45.25	
<b>Item Total for Line 6</b>						\$45.25	

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7-1	505-35-39100-2 DETGENT LIQ TIDE 154OZ 4/CS WRKQST 50535390554	505-35	84.00	CS	139.03000	\$11,678.52	02/28/2023
<b>Schedule Total</b>						\$11,678.52	
<b>Item Total for Line 7</b>						\$11,678.52	
8-1	485-16-30100-9 CLEANER DISINF SPRY SPIC-SPAN WRKQST 2GAL/CS USE W DISP	485-16	32.00	CS	112.57000	\$3,602.24	02/28/2023
<b>Schedule Total</b>						\$3,602.24	
<b>Item Total for Line 8</b>						\$3,602.24	
9-1	485-83-25000-3 CLEANER FLR FINISH PRO LN WRKQST 48583250003	485-83	36.00	CS	107.85000	\$3,882.60	02/28/2023
<b>Schedule Total</b>						\$3,882.60	
<b>Item Total for Line 9</b>						\$3,882.60	
<b>Total PO Amount</b>						\$44,378.41	

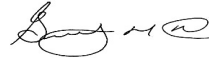
No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere 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**

 CTCD

**02/09/2023**