

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Dest. Prepaid & Allowed	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000309986</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> 02/13/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 4547 - Wichita Falls:6515 Kemp Blv HEALTH & HUMAN SERVICES COMMISSION 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States

**Vendor:** 3696696696 6  
TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PO BOX 4015  
HUNTSVILLE TX 77342-4015  
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:** Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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F3E F1210

PCS PLEASE CONTACT Mark Duncan 940-552-4271 FOR QUESTIONS.

\*\* VENDORS SEND INVOICES VIA EMAIL TO \*\* william.duncan1@hhs.texas.gov

Vendor Name: Texas Correctional Industries  
Vendor Contact: Dominique Reddic; 936-662-5239; dominique.reddic@tdcj.texas.gov

Lead Contact (Program SME) Name: Mark Duncan  
Lead Contact Email: william.duncan1@hhs.texas.gov  
Lead Contact Phone: 940-552-4271

Contract Manager Name: Drew Hardy, CTCM  
Contract Manager Email: drew.hardy2@hhs.texas.gov  
Contract Manager Phone: 940-552-4055

Warehouse: Please deliver to Property - Mark Duncan

SCOR Division: 19 - State Operated Facilities

PCS Email PO to:

william.duncan1@hhs.texas.gov  
drew.hardy2@hhs.texas.gov  
dawna.fulford@hhs.texas.gov  
stacy.ward@hhs.texas.gov  
chaddick.sikes@hhs.texas.gov  
james.hess1@hhs.texas.gov  
patrick.elias@hhs.texas.gov  
AGENCY CONTACT:  
Name: Mark (William) Duncan  
Phone: 940/552-4055  
Email: william.duncan1@hhs.texas.gov

**PURCHASER:**  
Name: Patricia Fletcher  
Phone: 512/406-2538  
Email: patricia.fletcher@hhs.texas.gov

**VENDOR:** TCI

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Name Customer Service  
Phone: 936/437-6048  
Email: tci@tdcj.texas.gov  
Contract: 425-A4  
Term 7/1/1999- 12/31/2099 no renewals

Smart Buy PO: 23086486

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

DELIVERY: 90 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

**REQUIREMENTS/LIMITATIONS:**

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

**SHIPPING INSTRUCTIONS:** Ship according to the DUE DATES specified on the PO. **FREIGHT:** F.O.B. Destination Freight prepaid Allowed. Delivery hours are from 8-11:30am and 1-4:30pm M-F Except State Holidays.

Invoice per 34 TAC §20.487, amended effective May 1, 2022 or SEND INVOICES VIA EMAIL TO \*\* william.duncan1@hhs.texas.gov

1-1	DIW - Small Top Executive Desk, 60"W x 30"D x 30"H no grommet, stain: Fruitwood; Item # 425-21-63100-4	425-21	15.00	EA	1038.00000	\$15,570.00	02/28/2023
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**Schedule Total**           \$15,570.00

Executive desks needed on the Wichita Falls Campus.

**Item Total for Line 1**           \$15,570.00

**Total PO Amount** \$15,570.00

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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**

*Patricia Fletcher, CFPM*

02/13/2023