

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Allowed	Ship Via BEST WAY	Purchase Order HHSTX-3-0000312563
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 03/21/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 1199 - Edinburg;2412 E Richardson HEALTH & HUMAN SERVICES COMMISSION 2412 E Richardson St Edinburg TX 78539 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: Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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AGENCY CONTACT:
Name: Arlena Salazar
Phone: 956/614-7111
Email: arlena.salazar@hhs.texas.gov

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

VENDOR:
Name Workquest
Phone: 512/451-8145
Email: customerservice@workquest.com
Contract: 207-S2
Term 11/16/2021 - 11/30/2026 no renewals necessary

Smart Buy PO: 23115857

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

DELIVERY: 7, 14, 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

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

1-1	Air Duster Pressured, 10 oz, Supplier Part #20725292005	207-25	25.00	EA	6.04000	\$151.00	03/21/2023
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Schedule Total	\$151.00
Item Total for Line 1	\$151.00

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2-1	Binders, 2 1/2, 3 Slant D ring, Vinyl View Black, Supplier Part #61573163104	615-73	100.00	EA	5.35000	\$535.00	03/21/2023
Schedule Total						\$535.00	
Item Total for Line 2						\$535.00	
3-1	Binders, 2 1/2, 3 Slant D ring, Vinyl View White, Supplier Part #751001388788	615-09	100.00	EA	5.35000	\$535.00	03/21/2023
Schedule Total						\$535.00	
Item Total for Line 3						\$535.00	
4-1	Binders, 2 1/2, 3 Slant D ring, Vinyl View Blue, Supplier Part #751001417884	615-09	100.00	EA	5.35000	\$535.00	03/21/2023
Schedule Total						\$535.00	
Item Total for Line 4						\$535.00	
5-1	Binders, 3" 3 Oval Rings, vinyl view Green, Supplier Part #61573175108	615-73	100.00	EA	6.04000	\$604.00	03/21/2023
Schedule Total						\$604.00	
Item Total for Line 5						\$604.00	
6-1	Binders, 3", 3 Oval Rings, Vinyl View Black, Supplier Part #61573175108	615-73	100.00	EA	6.04000	\$604.00	03/21/2023
Schedule Total						\$604.00	
Item Total for Line 6						\$604.00	
7-1		615-73	100.00	EA	6.04000	\$604.00	03/21/2023

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	Binders, 3", 3 Oval Rings, Vinyl View White, Supplier Part #61573175108						
					Schedule Total	\$604.00	
					Item Total for Line 7	\$604.00	
8-1	Binders, 3", 3 Oval Rings, Vinyl View Blue, Supplier Part #61573175108	615-73	100.00	EA	6.04000	\$604.00	03/21/2023
					Schedule Total	\$604.00	
					Item Total for Line 8	\$604.00	
9-1	Cleaner, Dry Erase/Whiteboard 8 oz., Min Qty: 12 ea, Supplier Part #78557300825	785-57	24.00	EA	3.34000	\$80.16	03/21/2023
					Schedule Total	\$80.16	
					Item Total for Line 9	\$80.16	
10-1	Correction Tape Single Line, Supplier Part #61529311005	615-29	200.00	EA	2.44000	\$488.00	03/21/2023
					Schedule Total	\$488.00	
					Item Total for Line 10	\$488.00	
11-1	Eraser, Dry Erase, Qty 2 in each, , Supplier Part #78557270853	785-57	100.00	EA	2.10000	\$210.00	03/21/2023
					Schedule Total	\$210.00	
					Item Total for Line 11	\$210.00	
12-1	Flags, Sign Here, 2 Pack, 50 flags/pack, ,	615-93	100.00	PKG	3.06000	\$306.00	03/21/2023

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	Supplier Part #61593423702						
					Schedule Total	\$306.00	
					Item Total for Line 12	\$306.00	
13-1	Highlighters 12 PK (3 EACH-Blue, Green, Pink, Yellow) Rubberized Barrel, Supplier Part #62090384009	620-90	50.00	DZ	7.22000	\$361.00	03/21/2023
					Schedule Total	\$361.00	
					Item Total for Line 13	\$361.00	
14-1	Highlighters, 12 Pack Purple, Supplier Part #62090361007	620-90	72.00	DZ	8.30000	\$597.60	03/21/2023
					Schedule Total	\$597.60	
					Item Total for Line 14	\$597.60	
15-1	Highlighters, 12 Pack Yellow Pen Style, Chisel Tip, Supplier Part #6209036	620-90	150.00	PKG	6.14000	\$921.00	03/21/2023
					Schedule Total	\$921.00	
					Item Total for Line 15	\$921.00	
16-1	Markers, Dry Erase, Chisel Tip, 4 Color/Set (Black, Blue, Red & Green), Supplier Part #62086509304	620-86	50.00	PKG	6.16000	\$308.00	03/21/2023
					Schedule Total	\$308.00	
					Item Total for Line 16	\$308.00	
17-1	Markers, Permanent, Jumbo, Round	620-90	50.00	DZ	8.30000	\$415.00	03/21/2023

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	Bullit Tip, 12 per Box Color Blue, Supplier Part #62090241852						
					Schedule Total	\$415.00	
					Item Total for Line 17	\$415.00	
18-1	Markers, Permanent, Jumbo, Round Bullit Tip, 12 per Box Color Green, Supplier Part #62090241852	620-90	50.00	DZ	8.30000	\$415.00	03/21/2023
					Schedule Total	\$415.00	
					Item Total for Line 18	\$415.00	
19-1	Post-It Notes, 3X3, Yellow, 100, Sheets, 12 Pads per Pack, Supplier Part #61562384000	615-62	150.00	PKG	9.39000	\$1,408.50	03/21/2023
					Schedule Total	\$1,408.50	
					Item Total for Line 19	\$1,408.50	
20-1	Post-It Notes, 4X6, Lined, Yellow, 100 Sheets, 6 Pack, Supplier Part #61562385602	615-62	150.00	PKG	9.97000	\$1,495.50	03/21/2023
					Schedule Total	\$1,495.50	
					Item Total for Line 20	\$1,495.50	
21-1	Scissors, Bent 8", Supplier Part #60569453081	605-69	200.00	EA	4.83000	\$966.00	03/21/2023
					Schedule Total	\$966.00	
					Item Total for Line 21	\$966.00	

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22-1	615-39 Tabs, Index, Color Tabs, 8 1/2" x 11", Numerical 1-5 , Supplier Part #61539120001	615-39	25.00	EA	1.81000	\$45.25	03/21/2023
Schedule Total						\$45.25	
Item Total for Line 22						\$45.25	
23-1	832-20 Tape Dispenser w/Tape, Transparent Refillable, 3/4"x1296", Core 1", Supplier Part #83220111	832-20	156.00	EA	2.42000	\$377.52	03/21/2023
Schedule Total						\$377.52	
Item Total for Line 23						\$377.52	
24-1	832-20 Tape, Refills, 3/4" X 1000", Clear, Core 1", 6/PK, Supplier Part #83220112	832-20	50.00	PKG	5.91000	\$295.50	03/21/2023
Schedule Total						\$295.50	
Item Total for Line 24						\$295.50	
Total PO Amount						\$12,862.03	

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, CFO, CTCM

03/21/2023