

# 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-3-0000313190</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> 03/27/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 3137 - Tyler:3303 Mineola Hwy HEALTH & HUMAN SERVICES COMMISSION 3303 Mineola Hwy PO Box 5200 Tyler TX 75702 United States

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

**Bill To:** Invoice-HHSC; Region 04 Headqu  
HEALTH & HUMAN SERVICES COMMISSION  
302 E Rieck Rd  
Tyler TX 75703  
United States

**Fax:** 903 534 8487  
**Email:** paula.thurman@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: Esperanza McMeans  
Phone: 903/509-5131  
Email: esperanza.mcmeans@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: smartbuy@workquest.com  
Contract: 615-S1  
Term 11/16/2021 - 11/30/2026

Smart Buy PO: 23122400

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

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	R04 - Binder, 1.5" Capacity, 3 Ring with Clear Vinyl Overlay, WHITE, Cont.# 615-S1, Comm.Cd. 61573162106, SKU:61573162106-1	615-73	36.00	EA	4.17000	\$150.12	04/21/2023
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**Schedule Total**                     \$150.12

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<b>Item Total for Line 1</b>						\$150.12	
2-1	R04 - Binder, 1.5" Capacity, 3 Ring with Clear Vinyl Overlay, BLACK, Cont.# 615-S1, Comm.Cd. 61573162106, SKU:61573162106-2	615-73	24.00	EA	4.17000	\$100.08	04/21/2023
<b>Schedule Total</b>						\$100.08	
<b>Item Total for Line 2</b>						\$100.08	
3-1	R04 - Binder, 1.5" Capacity, 3 Ring with Clear Vinyl Overlay, BLUE, Cont.# 615-S1, Comm.Cd. 61573162106, SKU:61573162106-5	615-73	48.00	EA	4.17000	\$200.16	04/21/2023
<b>Schedule Total</b>						\$200.16	
<b>Item Total for Line 3</b>						\$200.16	
4-1	R04 - Binder, 1.5" Capacity, 3 Ring with Clear Vinyl Overlay, GREEN, Cont.# 615-S1, Comm.Cd. 61573162106, SKU:61573162106-4	615-73	120.00	EA	4.17000	\$500.40	04/21/2023
<b>Schedule Total</b>						\$500.40	
<b>Item Total for Line 4</b>						\$500.40	
<b>Total PO Amount</b>						\$950.76	

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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, CTCO, CTCM*

**03/28/2023**