

# Health and Human Services Commission

## Purchase Order

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-3-0000316040</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> 05/02/23
<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> 5950 - El Paso:6700 Delta Dr HEALTH & HUMAN SERVICES COMMISSION 6700 Delta Dr 6700 Delta Dr El Paso TX 79905 United States

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

**Bill To:** Invoice-DSHS Accounts Payable  
DEPARTMENT OF STATE HEALTH SERVICES  
1200 E Brin  
PO Box 70  
Terrell TX 75160  
United States

**Fax:** 972/551-8052  
**Email:** DSHS.TSHBusinessOffice@dshs.texas.gov

**Purchaser:** Hanna, Mary Beth

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Funding  
EX/0- TGC 2155.441 - Managed Term Contract 962-S3  
Requisition 224694  
PO Service Dates 05-02-2023 to 08-31-2023  
Terms and Conditions per Managed Term Contract 962-S3 apply to this Purchase Order.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Texas District: 24  
Job classification: 8103  
Job class title: Food Service Worker 1  
Job skill level: Experienced  
Temp(s) Requested: 2  
Hours per week: 40  
Estimated hours: 1785

**Job Description:** The Food Service Worker I performs routine food service work on a designated shift and rotation in the Central Kitchen and/or at a satellite kitchen/serving area under general supervision. Work involves preparing, portioning, distributing, and serving food for regular and therapeutic diets, and sanitation of equipment, work areas, dishes, utensils, pots, and pans. Other duties may be required which are related to the functions of the position. Maintains sufficient knowledge of duties to satisfy the requirements of the position. Handles food in accordance with federal, state, and hazard analysis and critical control point (HACCP) guidelines. Follows kitchen and food safety procedures and practices. May be required to drive state vehicle to deliver food to homes. Must be willing to work weekends and holidays. May work unusual or extended hours in the event of a disaster or operational necessity.

**Knowledge, Skills, and Abilities:** Knowledge of food preparation methods, of food storage standards, and sanitation regulations. Skill in the operation and sanitizing of food service equipment. Ability to prepare and serve food, to clean dining, serving, and food preparation areas per facility/department standards, and to maintain accurate records. Ability to speak and read English. Ability to follow written and oral instructions. Ability to complete basic math used in cooking/preparation. Ability to lift minimum of 25 pounds. Ability to bend and reach, stand/walk on hard floors for extended period. Ability to work in hot and/or cold conditions. Ability to smell, taste, and see. Ability to work harmoniously and productively with co-workers and residents.

**Service Period**  
Start date: 05-02-2023  
End date: 08-31-2023  
Hours: 10:30 a.m. to 7:00 p.m.  
Days per week: Sunday through Saturday

Department: El Paso State Supported Living Center  
Street Address of Work Location: 6700 Delta Drive, Bldg 502

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City/State/Zip: El Paso, Texas, 79905  
Bldg/Room #: N/A

Supervisor Contact: Aaron Poynor  
Phone: 915-782-6480  
Email: Aaron.Poynor@hhs.texas.gov

Accounts Payable Contact  
Phone: 512-458-7442  
Email: invoices@dshs.texas.gov  
Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Regional Contact: Mike Pierulla - South Texas Region  
Phone: 512-834-8242 Cell: 512-699-0575  
E-mail: mpierulla@workquesttx.com  
CC:tempervicepo@workquesttx.com

HHSC PCS Purchasing Contact  
Mary Beth Hanna  
512-406-2544  
MaryBeth.Hanna@hhs.texas.gov

\*\*Per contract at no additional charge, we request a standard DPS criminal history check.

1-1	FY23-Service-Food Service Worker Experienced-CH5-EPSSLC	962-69	1785.00	HR	20.89000	\$37,288.65	05/01/2023
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**Schedule Total**                     \$37,288.65

**Item Total for Line 1**                     \$37,288.65

**Total PO Amount** \$37,288.65

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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**

*Mary Beth Hanna, GCDS, CTCM*

**05/02/2023**