

# 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-3-0000316284</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> 05/03/23
<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:** 3696696696 6  
TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PO BOX 4015  
HUNTSVILLE TX 77342-4015  
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@hhs.state.tx.us

**Purchaser:** De La Rosa,Lindsey M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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NOTE TO PURCHASER: please add the below to the TXSmartBuy copy and PO copy.

SHIP TO LOCATION CODE: 3137  
Health and Human Services Commission  
3303 MINEOLA HWY., TYLER, TX 75702  
Attention: Darin Adams / 903-533-4258 / Darin.Adams@hhs.texas.gov

BILL TO LOCATION CODE: 3135  
Health and Human Services Commission  
302 E. RIECK ROAD, TYLER, TX 75703

SEND INVOICES TO: reg04\_admin\_services@hhs.texas.gov

SUPER USER: Esperanza.McMeans@hhs.texas.gov / 903-509-5131

SCOR DIVISION # 13 HHSC - System Support Services

- 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.

Notes to Purchaser:  
Add PCC code to PO copy, if any  
Please add Requisition number and SmartBuy Number on PO copy

\*\*\*\*\*  
Replace broken/worn chairs throughout the region.  
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.  
FREIGHT: F.O.B. Destination Freight Prepaid Allowed

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**Purchaser:** De La Rosa,Lindsey M

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DELIVERY: 90 Days After Receipt of PO

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Attention: Darin Adams / 903-533-4258 / Darin.Adams@hhs.texas.gov

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SEND INVOICES TO: reg04\_admin\_services@hhs.texas.gov

SUPER USER: Esperanza.McMeans@hhs.texas.gov / 903-509-5131

AGENCY CONTACT:  
Ship to Attn: Darin Adams / 903-533-4258 / Darin.Adams@hhs.texas.gov

HHSC BUYER:  
Lindsey De La Rosa  
7766284  
Lindsey.delarosa@hhs.texas.gov

VENDOR:  
VID: 36966966966  
Contractor: TCI  
Contact Name: Customer Service  
Email: tci@tdcj.texas.gov  
Phone: (936) 437-6048  
Address: PO BOX 4013 Huntsville TX 77342

PURCHASING METHOD: EX-0 Purchase made under the Authority of Texas Government Code 2155.065 for goods made by TDCJ.  
Term Contact: 425-A8  
Term: 8/1/2006- 12/31/2099  
Smartbuy PO: 23147171

**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  
Please follow the Texas Comptroller's Invoicing standards as seen below.  
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Requisition: 233293

1-1	R04 - Breathe Right Jr Seating Chair With Arms, Comm.Code 425-60-33009-1	425-06	60.00	EA	250.00000	\$15,000.00	05/19/2023
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<b>Schedule Total</b>	\$15,000.00
<b>Item Total for Line 1</b>	\$15,000.00
<b>Total PO Amount</b>	\$15,000.00

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**

*Linssey De La Rosa*

**05/03/2023**